

Job Title: **Production Supervisor**

Shift:

Department: 3182

Location: Owatonna

Reports To: Production Manager

FLSA Status: Exempt

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### Position Purpose

- Reporting to the Manufacturing Manager, the Production Supervisor provides leadership and direction through strong communication and teamwork for the activities of the assigned production crew to safely achieve production goals within cost standards and demonstrate a commitment to quality.

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### Essential Duties & Responsibilities

- Assign and coordinate work schedules to ensure work is completed in a safe and timely manner
- Demonstrate a high commitment to quality
- Ensuring productive use of available working hours and machine time
- Identify needs relating to improvements in safety/ergonomics and assist in developing and implementing solutions to these items
- Support and promote Company Mission, Vision and Values
- Maintains appropriate staffing levels by supporting recruiting and selection activities as well as recognizing/developing reporting staff's personal growth opportunities.
- Manage staff by communicating job expectations; planning, monitoring, and appraising job results; coaching, counseling, and disciplining employees; initiating, coordinating, and enforcing systems, policies, procedures, and conflict resolution
- Review and monitor production schedules to determine requirements for completion of job assignment.
- Assist production teams with establishing priorities and developing staffing plans and shipping dates
- Schedule and ensure preventative maintenance is completed on equipment to prevent machine breakdown and minimize quality defects
- Chart and maintain all visual aids of department goals and expectations (MDI board)
- Manage, measure, identify, develop and implement ideas for improvements through team wide Lead Manufacturing/Kaizen activities in the areas of productivity, safety, quality, and cost reduction.
- Execute performance reviews
- Manage Time and Attendance; review hours and sign off daily on time cards. Manage all PTO requests for the department (ADP).
- Meet/Exceed performance goals for safety, quality, cost and delivery.
- Perform other job-related duties as assigned.
- Consistent application of the Company progressive discipline policies and procedures

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### Knowledge / Skills / Abilities

- Ability to engage and lead a cross-functional team towards a desired outcome.
- Strong change management skills to include the practical implementation of Lean Manufacturing principles and concepts.
- Strong leadership, communication, problem solving, conflict resolution, and analytical skills.
- Problem analysis and problem resolution at both a strategic and functional level.
- Excellent written and verbal communication skills.
- Ability to organize and plan use of time and people effectively and efficiently
- Competent computer skills, including but not limited to, Microsoft Office Suite, ADP, and an ERP system.
- Ability to interpret, analyze and deliver large quantities of data information.
- Ability to work with and support other areas of the business operation.
- Ability to self-direct work load and meet strict deadlines.

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### **Qualifications / Prior Experience**

- Minimum of 5 years progressive manufacturing and warehouse experience and responsibilities
- Knowledge utilizing Lean Manufacturing, ADP and ERP systems is essential
- Extensive experience in a systems-driven production and material handling environment preferred.
- A degree in a technical field is preferred or a combination of skills and experience.

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### **Work Environment / Other Requirements**

- Must be able to utilize normal office equipment (scanner, printer, copier, and computer).
- The work performed is conducted in a climate-controlled facility with moderate noise levels that are within OSHA limits.
- Ability to walk, stand, bend, stoop, twist, push, pull and reach above head level and below waist level on a frequent basis is required.
- Must be able to lift 40 lbs. on a frequent and sometimes repetitive basis
- Infrequent travel is required.

Please send your resume to [Cassandra.Kohn@amesburytruth.com](mailto:Cassandra.Kohn@amesburytruth.com)