

Job Title: PRODUCTION SUPERVISOR

Reports to: Production Manager

Indirectly Reports to: Project Managers

Direct Reports: 5-15 production employees

Indirect Reports: none

Classification: Salary/exempt

Summary/Objective: The Production Supervisor is accountable for continually improving the performance of their team. The Production Supervisor is accountable for the daily activities of areas within the facility and ensuring safety and quality are not compromised. Teams may be from various areas including Assembly, Machining, Mill, Paint Finishing, and Shipping.

Main Responsibilities:

- Lead, coach, develop and inspire your team to continually improve employee performance while monitoring and promoting employee morale
- Oversee and direct the daily activities of your team to ensure projects are completed safely, on time and to quality standards
- Ensure and constantly improve the safety, morale, quality and profitability of our operations through the ongoing implementation of effective methods and strategies
- Create, monitor and maintain a well kept, organized and safe work environment while promoting and enforcing adherence to safety guidelines, policies, programs, laws, regulations and protocols
- Execute the production schedule to meet production goals
- Check daily work orders, share directives, clarify expectations, consistently monitor progress and accuracy, uphold standards, encourage efficiencies, identify and resolve concerns, recognize and encourage positive work
- Coordinate with other supervisors/multiple areas to ensure a smooth and efficient flow of materials
- Regularly inspect the work performed to monitor adherence to the quality control program
- Ensure workers are provided the proper tools to effectively achieve their assigned tasks
- Organize your resources to meet strict deadlines while being responsive to changing demands and priorities
- Train team members on the safe and efficient use of area machines, equipment and tools as well as guide them in work methods and techniques
- Identify performance issues and hold employees accountable to actions needed to improve or correct performance, ensuring constructive coaching, accuracy and documentation in partnership with Human Resources

- Recognize production pitfalls and build flow consistent with continuous improvement principles to drive productivity and efficiency
- Recommend training and continuous improvement options while promoting cross training
- Complete, submit and participate in employee progress evaluations and feedback sessions
- Responsible for monitoring and ensuring the maintenance and productivity of equipment and processes and notifying management of necessary repairs
- Report on inventory levels of required materials/resources within each area
- Ensure the safety and security of each area and the entire facility prior to start up and following shut down each day
- Monitor and review attendance and time off for production employees
- Communicate and uphold company policies and procedures
- Participate in the recruiting process for production and leadership positions as requested
- Maintain a high level of confidentiality at all times

Competencies:

- Highly motivated, participative leader with a proactive approach
- Effective in positively influencing others on an individual and group basis for an improved working environment
- Strong focus on operational excellence through leadership and coaching
- Proven interpersonal, written and oral communication skills to effectively interact with people at all levels of the organization
- Excellent time-management and multi-tasking skills with an ability to work under resource constraints in a fast-paced environment
- Organized with attention to detail
- Able to quickly resolve issues
- Enthusiasm and willingness to learn
- Fluidity to work with projects based on the imperial system of measurement

Requirements (education/certifications/licences/passport/clean drivers abstract):

- 3 years supervisory experience in a manufacturing environment
- Experience with wood working, metal working or millwork
- Experience with leading groups, ensuring quality control and enforcing safety standards
- Understanding of CAD drawings and blueprint reading abilities
- Experience with Microvellum software would be considered an asset

Working Conditions: Various manufacturing areas in a millwork facility

Travel Requirements: Travel is typically not associated with this position

Disclaimer: The duties and responsibilities described are not a comprehensive list. Additional tasks may be assigned from time to time or the scope of the job may change as necessitated by business needs.

Review Date: March 16, 2021