

JOB DESCRIPTION

Position Title	Department	Reports to
Manufacturing Supervisor	Manufacturing	VP Manufacturing
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	November 2018

POSITION SUMMARY

The Manufacturing Supervisor supervises shop employees in a manufacturing and assembly environment: plans and assigns work, implements policies and procedures and recommends improvements in manufacturing methods, equipment, operating procedures and working conditions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Ensuring effective employee relations; providing employee coaching and development; making employment decisions; resolving employee issues through problem resolution
- Balancing safety, quality, customer service, productivity, and morale to achieve positive results in all areas; working to continuously improve in all areas
- Managing departmental performance measures, including visual controls and providing regular progress reports to manager
- Providing detailed clear production schedule through use of a weekly/daily planning cycle to Team Leads and employees
- Managing quality delivery to our customers by enforcing quality standards and expectations
- Maintaining and safe, clean and well-organized production work environment through consistent application of 5S
- Contribute to accomplishment of results through team-based collaboration with Production and related functions.
- Performing accident investigations
- Performing all other duties as assigned

Minimum Qualifications (Knowledge, Skills, and Abilities)

- Previous experience in management, such as supervision, including employee hiring and retention, performance reviews and employee development, and discipline; a demonstrated ability to lead people and get results through others.
- Must be able to improve working conditions (safety, quality, service, productivity) and increase subordinates' skills and capabilities
- Must prepare activity plans for the above and discuss them with manager
- Must be able to assist VP Manufacturing in improving a system of production control, standard operating procedure, safety, quality control, and performance management
- Ability to think quickly on one's feet to handle emergency situations in a rapid growth environment

- Ability to think ahead and plan over a minimum of weekly time span and prepare action plans to achieve results
- Quality orientation and attention to detail
- Strong interpersonal and communication skills with a strong team-building skills
- An ability to manage multiple priorities in a fast-paced, high growth organization
- Valid driver’s license in good standing

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

Reviewed with employee by

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____

Received and accepted by

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____

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