



<b>Job Title:</b>	Supervisor	<b>Department/Group:</b>	Welding & Fabrication
<b>Shift</b>	1 <sup>st</sup> or 2 <sup>nd</sup>	<b>Travel Required:</b>	Local
<b>Level/Salary Range:</b>	Based on Experience	<b>Position Type:</b>	Full-Time

**Job Description**

**Job Purpose:**

The supervisor in a manufacturing organization directs the activities for the production work floor to lead person. A manufacturing supervisor also ensures the workers in the organization meet the safety, quality and productivity standards of our manufacturing facility.

**Job Duties:** (Including but not limited to)

- Ensures safety of workers, responds to emergencies/ transports employee if needed
- Attends company meetings as needed
- Prints daily reports needed for production – work center dispatch, foreman, service schedule, late, missed shipment
- Prioritizes work orders/schedule – work assignments, prepare for future orders & assignments
- Looks over jobs for accuracies (needed fixtures, print errors)
- Identify, provide and track requirements for training for production operators
- Implement continuous improvement for safety, quality, and productivity
- Participates in safety/compliance, quality and productivity improvement projects
- Set production goals and objectives for employees
- Providing assistance and support throughout the business
- Providing a climate for motivation with a supportive working relationship
- Continuing development, provide education and opportunities for future growth and advancement
- Reviews travelers for accuracy (quantities, signed off, material picks)
- Evaluate performance of workers, weekly, quarterly and yearly with reviews
- Maintain records – efficiency, NC's
- Material Handle when needed
- Communicate department's needs (HR, employees, maintenance, and top management)
- High level of confidentiality
- Ensure building closing procedure are completed.

**Skills/Qualifications:** 5 + years' experience in a production or manufacturing environment. Experience with ISO 9001 in metal fabrication manufacturing environment. Strong leadership, independent thinking experience; with at least 3 years' experience in a metal fabrication-manufacturing environment.



Must have excellent communication skills, both verbally and written and able to read blueprints and other correspondence. Have strong organizational and project management skills. Need to be proficient in the use of computers- Word, Excel, and other software. All offers of employment are upon successfully passing pre-employment physical, drug/alcohol test and driving record background check.

**Physical demands and work environment:**

The physical demands and work environment characteristics described here are representative of those that need to meet by an employee successfully perform the essential functions of this job. Reasonable accommodations made to enable individuals with disabilities to perform the essential functions.

**Physical demands:** While performing duties of job, employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk and hear. Employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Occasional visits to job or project site may be required. This may require driving your personal vehicle, if company vehicle not available (mileage reimbursement provided), walking job site to observe key elements or issues, to meet with other parties and discuss issues related to project and/or to gain knowledge about work to be performed.

**Work environment:** The noise level in the work environment is usually moderate; job site noise may be significantly different from office environment noise.