



**Job Title:** Production Supervisor  
**FLSA Status:** Exempt  
**Reports To:** Production Manager  
**Supervises:** Assigned production staff  
**Date:** October 2020

### **Essential Functions**

1. Oversees the manufacturing processes and procedures in production operations
2. Evaluates each station of the production process to maintain optimum efficiency
3. Enforces all safety policies on the production floor
4. Creates and oversees employee training to increase production, enhance safe operations and ensure profitability
5. Inspects products for quality and accuracy prior to shipping
6. Maintains communication between management and employees to ensure that necessary policies are understood and followed
7. Ensures the flow of resources like raw materials is maintained and that production items are delivered as needed and used properly and efficiently
8. Reads, analyzes and interprets technical documents to define problems and established facts.
9. Maintains required documentation and submits reports to supervisor
10. Complies with all safety policies, practices and procedures. Report all unsafe activities to supervisor and/or Human Resources.

### **Required Education and Experience**

1. High school diploma or equivalent required.
2. Minimum of four years' experience working in a supervisory role in a manufacturing plant
3. Previous experience working in electronics manufacturing preferred.

### **Special Skills & Qualifications:**

1. Ability to read / understand work instructions and drawings
2. Ability to create and adhere to effective schedules
3. Strong organizational skills
4. Firm understanding of safety regulations including OSHA, ISO 9001
5. Ability to read a Material Safety Data Sheet (MSDS)
6. Ability to complete written reports legibly and accurately
7. Strong leadership skills

### **Work Environment**

1. Well-lighted, heated and/or air-conditioned indoor production setting with adequate ventilation and moderate noise.
2. May work with or near moving mechanical equipment.

### **Physical Demands**

Moderate physical activity performing non-strenuous daily activities of a productive/technical nature to work from a sitting or standing position.

1. Manual dexterity sufficient to reach/handle items and work with the fingers.
2. Must be able to bend, stoop, squat, crouch.
3. Must be able to stand for long periods of time.
4. Must be able to lift up to 50 pounds, with or without assistance.