



RAR 201029

Production Department Supervisor

Direct and supervise production line operation in accordance with plant policies and procedures. Ensure smooth production operation and good communications.

Location:

Position is located in the East Tennessee area

Position Duties & Responsibilities:

- Responsible for the supervision of a production department approximately 25 – 35 members spanning multiple shifts.
- Train and coach production line employees, and when necessary documentation of coaching and counseling sessions.
- Conduct employee performance reviews in a timely manner.
- Responsible for shift schedule to include workstation assignments, shift rotations, employee training, employee vacations, employee breaks, overtime assignment, back up for absent employees, and shift rotations.
- Coordinate production startups, shutdowns, and changeovers.
- Coordinate with Plant Manager to assure appropriate staffing levels.
- Schedule and conduct shift meetings.
- Responsible to meet department and Plant and Department KPI goals and when necessary provide recovery plan for missed KPI goals.
- Communicate effectively with other Department Supervisors and Plant Manager.
- Ensure a clean and safe work area.
- Complete shift paperwork as required.
- Responsible for the departments Layered Process Audits performance and reporting.
- Responsible for the implementation and sustainment of effective corrective actions in a timely manner.
- Routinely audit department for compliance to standards.
- Any other duties as assigned.

Desired Skills and Characteristics:

- Knowledge in the use and implementation of Lean Manufacturing tools.
- Must be fluent in root cause analysis and 8D problem solving.
- Strong skills computer skills including Microsoft Office suite.
- Strong communication skills.
- Must have the ability to manage and work to and meet deadlines.



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Education & Qualifications:

- Ten years of manufacturing experience in powder metal, experience as automotive supplier preferred.
- Five years in supervision or leadership role
- High School Diploma or GED certificate

Working Conditions and Environment:

Working conditions are normal for a manufacturing environment. Work involves lifting of materials and product up to 35 pounds. Machinery operation requires the use of safety equipment to include but not limited to, safety glasses and hearing protection. Loose fitting clothes and jewelry are not permitted.