

Manufacturing Process Management: Supervisor, Manufacturing Process

Supervises employees who change the characteristics of materials by chemical means or perform the following functions working with materials: heating/cooling, bonding, laminating, plating, etching, engraving, production painting, silk screening, molding plastics, glass working, chemical processing, compounding, formulating, batching and mixing.

Management Role

Accomplishes tasks mainly through direct supervision of non-exempt and entry-level exempt employees.

Policy and Strategy

Directs daily operations of work area.

Freedom to Act

Assignments are largely established in accordance with schedules and deliverables. Work is reviewed for accuracy and completeness.

Impact

Decisions have a direct impact on work unit operations. Erroneous decisions or recommendations or failure to achieve results might cause delays in schedules.

Liaison

Interacts daily with subordinates and/or peers within similar and/or related functions primarily for the purpose of presenting and exchanging information.

Operations Involvement/Direct Work Involvement

Sets objectives and standards of performance and monitors daily for all employees in his/her department. Maintains schedules and delivery promises according to the Master Schedule. Assists on bids using historical data and experience. Ensures proper documentation is in use on production floor at all times, and technicians are buying off S/O's. Meets all company, safety, environmental and housekeeping guidelines. Participates in the training and development of employees. Initiates and follows up on all personnel activities to include performance reviews and counseling. Interfaces with Mfg. Engineering, Quality Control, Production Control, Supply Chain, Human Resources, Stores and other support groups to solve production problems. Maintains accurate floor inventory. Controls scrap and excess material to acceptable levels. Ensures all personnel comply with safety and security regulations as set forth by company policies. Enters data for all employees' timecards and maintains attendance data. Responsible for continuous process improvement. Participate in and promote "Lean thinking." Other duties as specified by authorized company representatives.

Minimum Education and Experience

Minimum of 3 years lead or supervisory experience in an advanced composite manufacturing setting. Must be experienced in the use of production documents, processes, and equipment. Strong written and verbal communication skills required. Adaptive interpersonal skills necessary to deal with diverse personalities and situations. Must demonstrate good people skills with fellow employees. Proficiency in MS Excel and Word is required. Use of ERP/MRP systems a plus. May require DoD SECRET eligibility.