

The Production Supervisor shall coordinate and expedite the flow of work and materials within or between departments according to production requirements. Duties include reviewing and distributing production, work, and shipment schedules, conferring with other department supervisors to determine progress of work and completion dates, and compiling reports on progress of work, inventory levels, costs, and production problem

- Demonstrates alignment with company values. Trains, instructs and schedules employees and clients on job duties within the department.
- Adaptable to and helps implement change.
- Assists with budget creation in line with company mission statement.
- Responsible for understanding how estimates are created, how time studies are completed and works to meet department goals to adhere to budget.
- Demonstrates solution based leadership.
- Responsible to see that all work in the department meets quality control standards.
- Handles all direct customer interactions in a professional manner.
- Demonstrates technical expertise by troubleshooting problems for maintenance of machines.
- Responsible for understanding company and department safety, emergency evacuation routes, and administering basic first aid. Monitor safety protocol according to OSHA guidelines.
- Responsible for maintaining a positive work environment.
- Monitor work processes in order to assess completeness, accuracy, and conformance to standards and specifications for customer orders.
- Review documents such as production schedules, work orders, and staffing tables to determine personnel and material requirements, and material priorities
- Assist in revision of production schedules when required due to design changes, labor or material shortages, backlogs, or other interruptions. Collaborates with management, marketing, sales, production, and engineering to resolve scheduling conflicts.
- Confer with establishment personnel, vendors, and customers to coordinate production and shipping activities, and to resolve complaints or eliminate delays
- Requisition and maintain inventories of materials and supplies necessary to meet production demands
- Calculate figures such as required amounts of labor and materials, manufacturing costs and wages, using pricing schedules
- Compile information, such as production rates and progress, material inventories, materials used, and customer information, so that status reports can be completed
- Perform all other job related activities as agency expands and changes.

Job Type: Full-time