



POSITION DESCRIPTION	
Position: Production Supervisor	
Dept: Metal, Heated Products, Livestock and Molding	Access to Confidential Information: Yes
Location: Glencoe	Directly Reports to: Production Manager
Shift: 1 st , 2 nd and 3 rd	Indirectly Reports to: Director of Operations
Hourly or Salary: Hourly	Updated by: Dan Homann
Job Code: MILPR666	Date last reviewed: 11.19.21
FLSA Status: Non-Exempt	FLSA Exemption: N/A

Summary: The Production Supervisor is primarily responsible to meet production requirements, producing quality products, safely, at or above the standard rates utilizing Standard Work through the direction, training and support of manufacturing Leads, Material Handlers and Setup staff. This position is also responsible for all direct manufacturing staff, manufacturing order execution, the accuracy and auditing of transactions related to shop floor control and inventory management processes.

Resp. #	% of time	Essential Functions: To perform this job successfully, an individual must be able to perform each essential duty listed below satisfactorily.
1	20	Provide leadership and direction to staff with a positive attitude while supporting management, company objectives and the 26 Fundamentals to achieve production requirements. Validate performance to standard and assure hour-by-hour boards or other visual performance data is current, analyze results and provide feedback to staff and management. Open and/or close the facility as needed and remain available to handle production issues to ensure production requirements are met.
2	20	Provide staff support and training to ensure employees have the tools and resources needed to be successful in their positions. <ul style="list-style-type: none"> • Edit and approve employee timecards and send daily shift attendance reports to ensure employees are paid correctly and accurate attendance records are maintained. • Provide training to indirect employees and ensure that all direct labor are receiving the required general and job specific training and that it is properly documented. • Make selections in the recruitment process and validate orientation and onboarding for new staff working closely with HRD and leads to ensure we are hiring the best candidates for the position and to ensure a successful start for all new employees. • Ensure performance reviews are completed as scheduled utilizing staff evaluation information from leads and system tracked manufacturing order data • Assure staff understand and comply with all PPE and safety requirements, review and complete Accident/Incident reports from manufacturing Leads and perform investigations in consultation with production Managers.
3	20	Maintain shop floor control and inventory levels to support the manufacturing floor while assuring inventory accuracy. <ul style="list-style-type: none"> • Audit Manufacturing Order, Labor and Inventory transactions. Investigate exceptions and provide training and/or corrective action to eliminate the cause and participate in continuous improvement efforts to enhance control processes. • Monitor inventory levels of production materials, components, and supplies and ensure FIFO and inventory location principles are being adhered to. • Perform cycle counts as directed by inventory control. • Support material receiving, put-away and distribution order processes.
4	15	Support the execution of production plans through validating labor requirements, tracking actual labor applied against the plan, assuring standard work is followed and working with Production Managers to properly staff and assure all entries are complete and Manufacturing Orders are closed in a timely manner.

5	10	<p>Assist in ensuring a safe workplace by following federal and state guidelines.</p> <ul style="list-style-type: none"> • Approve all machine set-ups verifying material and dimensional specifications of 1st run part as well as repeatable, safe (OSHA compliant) production of acceptable products. • Perform required area safety audits per the schedule and ensure that workplace safety policy, measures, labeling and devices are strictly adhered to. • Ensure the safety and security of the facility every shift per the Building Security policy, sign off on the checklist and note any discrepancies.
6	10	<p>Assist in applying Lean Manufacturing principles to improve the cost, quality and delivery of products in manufacturing in coordination with production Managers.</p> <ul style="list-style-type: none"> • Document Standard Work and ensure that it remains valid. • Train and support the 5S principles of workplace organization.
7	5	<p>Complete quality assurance checks of materials, in-process assemblies and finished goods to ensure the quality of purchased and manufactured items.</p> <ul style="list-style-type: none"> • Monitor and adjust manufacturing processes and assure autonomous maintenance activities are occurring as planned. • Communicate with quality, leads, managers, supply chain and maintenance as needed regarding material or processing issues that occur or need ongoing attention.

Company Wide Expectations:		
1	100%	Remain Drug and Alcohol free while on Frandsen Corporation premises and within the scope of duty.
		Understand and comply with all Frandsen Corporation policies and procedures.
		Support the Mission, Goal and Core Values
		Observe safety and security policies and procedures and use equipment and materials accordingly.
		Duties may be added, deleted or modified at any time, at the discretion of management, via written, verbal, formal, or informal means.

Competency Expectations of All Employees: The following are basic skills expected of all employees to be able to perform a job within the company at a satisfactory level.	
1	Problem solving —identifies and resolves problems in a timely manner, gathers and analyzes information skillfully and maintains necessary communication
2	Interpersonal skills —maintain open communication with fellow employees, supervision, and management, remains open to others' ideas and exhibits willingness to try new things
3	Planning/organizing —prioritize and plans work activities and uses time efficiently
4	Quality control —demonstrates accuracy and thoroughness and monitors own work to ensure quality
5	Adaptability —adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events
6	Dependability —consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance
7	Professionalism —maintains professional appearance and attitude at all times
8	Confidentiality – holds confidential information received from the company in strict confidence and exercises a reasonable degree of care to prevent disclosure to others.

Knowledge, Skills and Abilities (KSA's): The requirements listed below are representative of the knowledge, skill and/or ability required to successfully perform the essential functions of the job.
Knowledge, Education, Experience and/or Certifications:
<ul style="list-style-type: none"> • Requires a high school diploma or general education degree (GED). • Requires at least two years of experience working within a manufacturing environment, preferably at a

supervisory level.

- Requires Forklift certification (training and certification will be provided).
- On-the-job training may be required.

Skills & Abilities:

- Communicate effectively with co-workers and management.
- Ability to read and interpret documents such as work instructions, IOP, procedure manual and safety rules.
- Fill out general communication paperwork in written form legibly for easy understanding.
- Must be able to verbally pass on information to employees.
- Read, analyze, and interpret general business periodicals, professional journals, technical procedures, governmental regulations and professional drawings.
- Write reports, business correspondence, and procedure manuals.
- Present information to and respond to questions from groups of managers, clients, customers, and the general public.
- Read instruments such as gauges and indicators on equipment (on the job training may be required).
- Apply common sense understanding to carry out detailed, but non-engaging, written and oral instructions.
- Define problems, collect data, establish facts and draw valid conclusions.
- Apply good judgment in recognizing scope of authority.
- A qualified candidate must possess the ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, fractions, and decimals.
- Interpret and apply abstract concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Use of depth perception, close vision, and color vision are all continuously required.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Lifting Requirements

Weight in pounds	Never 0%	Rarely 1-10%	Occasionally 11-33%	Frequently 34-66%	Continuously 67%	Examples	Height
1-10				X			
11-20				X			
21-35			X				
35-50			X				
51-75		X					
76-100	X						
100+	X						

Movement Requirements

	Never 0%	Rarely 1-10%	Occasionally 11-33%	Frequently 34-66%	Continuously 67%	Examples
Standing					X	
Walking					X	
Sitting			X			
Talking or hearing					X	
Touch/Feeling				X		
Climb/Balance		X				
Kneeling/Crouch/Squat			X			
Reaching upward or				X		

outward						
Bending the neck side-to-side or front-to-back				X		
Typing			X			
Pinching/finger manipulation				X		
Grasping/Turning the wrist			X			
Taste/Smell	X					

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Manufacturing Production Positions

- Moderate exposure to noise
- Moderate exposure to special equipment such as gloves and protective clothing
- Moderate exposure to sharp objects such as trimming shears
- Moderate exposure to slippery surfaces
- Moderate exposure to chemicals and fumes
- Severe exposure to hot environment, equipment, and rubber material
- Severe exposure to confined spaces, moving objects, and mechanical parts