

Production Supervisor

SUMMARY OF POSITION:

Member of the leadership team, Member of ISO 9001-2008 Quality Management Team. Directly responsible for the overall management of the assigned department including all aspects of current operation to assure acceptable safety, housekeeping, quality, productivity, employee conduct and performance criteria are achieved. Direct responsibility for all department employees to ensure proper orientations, training, development, working conditions are present.

KEY DUTIES & RESPONSIBILITIES:

- Responsible for assigned department functions and all associated personnel.
- Overall Safety Management and daily and quarterly Safety Training
- Responsible to appropriately staff and schedule departmental personnel to ensure production requirements are met while minimizing costs.
- Responsible for planning departmental operations by establishing priorities and sequences for manufacturing products. Issuing Work Orders and Production Schedules
- Develops or revises standard operational and working practices and observes workers to ensure compliance with standards.
- Observes and coaches personnel on work related issues.
- Ensures plant staff (Leads) enforce Company policies and procedures, plant wide safety rules and employee rules of conduct.
- Responsible for: developing people; improving processes; reducing costs; quality monitoring and improvements; superior customer service; and on-time delivery.
- Incorporates Ameritube's vision and values into day-to-day activities and behaviors; guides and motivates others to remain committed to the Ameritube philosophy.
- Responsible for interviewing, hiring, training, terminating, disciplining and coaching employees.
- Able to motivate employees to achieve results. Must be an effective communicator, capable of teaching and generating results while enhancing the Ameritube work environment and supporting the Company philosophy.
- Participates in the Leadership Development Program (LDP) for the location.
- Creates and executes AMERITUBE objectives, meeting AMERITUBE commitments and working within the guidelines of AMERITUBE; reflects Ameritube business values and the Ameritube philosophy in all business interactions.
- Conducts quarterly AMERITUBE reviews with employees.
- Actively develops Succession Candidates.

Introduce and develop 6Sigma, QIS continuous improvement process, and 5S.

The above statements are intended to describe the general nature and level of work being performed by employees in this position. This is not intended to be an exhaustive list of all responsibilities.

