

JOB DESCRIPTION

Job Title:	Production Supervisor		Dept:	Production	
FLSA:	<i>Salary</i> Exempt	Issue Date:	03/06/2002	Revision Date:	06/08/2017

Note: Direct reporting structure is based on division organization charts.

Key Areas of Responsibility (Answerable for the following end results)

- Supervise and coordinate all activities of employees assigned to the department.
- Meet or exceed productivity and quality standards using all resources and support available.
- Ensure all department personnel adhere to all safety rules and report on unsafe conditions as soon as reasonably possible
- Direct the department in a manner that promotes high morale, teamwork, pride, productivity and quality.
- Ensure that job performance problems and conflicts are resolved fairly in accordance with the Employee Handbook with assistance of Human Resource Department.
- Enforce the use of all tools/processes related to the production team boards.
- Assure employee training is completed and tracked properly.
- Complete employee assessments as required.
- May be required / requested to support / assist launch activities as necessary.
- Coordinate required equipment repair with Maintenance and/or Tooling Departments.
- Communicate with team leads and members of the department, by continually updating them on all information affecting the efficient and safe operations within the department.
- Liaise with all supporting departments to resolve problems.
- Accurately and promptly complete all paperwork associated with the position (corrective actions, scrap reports, production reports, downtime, employee evaluations, etc.).
- Coordinate production part rework, repair or tear down as needed.
- Document all activities as required.
- Adhere to all company guidelines for Emergency Evacuation to ensure employee safety.
- Any additional responsibility deemed necessary by management.

Limits of Authority

- Advise Operations Manager of those situations that may pose a significant risk to the program, product assurance, facilities, employee safety or customer satisfaction results.
- Initiate actions to prevent the occurrence of any nonconformance relating to product, process & systems.
- Identify and record any problems relating to the product, process or system.
- Initiate, recommend or provide solutions through the appropriate channels and verify implementation.
- Control further processing and delivery of nonconforming product until the deficiency is corrected.

Basic Education, Experience and Skills Required

- High school diploma or equivalent.
- Minimum 2 years related experience in automotive / manufacturing environment.
- Excellent written, mathematical and analytical skills.
- Proficient in basic computer skills, including Microsoft Office (Excel and Word).
- Possess good technical understanding of processes and machinery.
- Demonstrate organizational, leadership and communication skills.

Dakota University Training (Minimum Requirements)

- Dakota Orientation
- Dakota Vision and Culture
- Safety Training
 - Accident Investigation Overview
 - Safety Observation Tours
- Departmental Training
 - Process 06 – Dakota Production System
 - Process 12 – Preventive, Corrective and Nonconformance Management
 - Process 08 – Shipping Management
 - Clark Broadcast Database Overview

APPROVAL

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- Change Management Database Overview
- Company Training
 - BOS Overview
 - Information Technology
 - Outlook
 - Trans4M Overview
 - Purchase Requisitions
 - Quality Mission Statement
 - Expense Reporting
 - Travel Management System
 - Problem Solving Training

Health, Safety and Physical Demand Requirements

- Normal amount of sitting and standing, average mobility to move around an office and plant environment, able to conduct normal amount of work on a computer.

Risks Associated with Job Function

- None

Travel Requirements

- Up to 5% travel required
 - Valid driver's license required
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The above points have been explained sufficiently.

Employee's Name (Please Print)

Date

Employee's Signature

APPROVAL