PRODUCTION SUPERVISOR JOB DESCRIPTION

This position will be as a direct employee to Intertec Systems, which is a Joint Venture between Johnson Controls and Inoac. This position will be located in Bessemer, Alabama.

RESPONSIBILITIES:

• Manages, motivates and leads Production Associates.
• Reviews production reports and resolves operational problems to ensure minimum costs and prevent operational delays.
• Implements general safety policies and procedures in compliance with local, state, and federal OSHA rules and regulations.
• Resolves worker grievances or submits unsettled grievances to the appropriate manager for action.
• Analyze production schedules and estimates labor requirements for completion of job.
• Ensures that operators are being trained in accordance with work instructions.
• Assures that all first piece requirements are completed on the appropriate shift.
• Empowered with the ability to stop the flow of production to correct quality issues.
• Assures that all production and quality reports are completed on the appropriate shift.
• Input daily production and report scrap into electronic reporting system.
• Responsible for 5S on the production floor.
• Should perform all duties in compliance with both ISO14001 and TS16949 requirements.
• Conducts shift to shift meetings to review daily activity with direct and indirect personnel.
• Start-up and Shut-down of equipment.
• Complete Layered Audits every shift and put corrective actions in place as needed.
• Other tasks as assigned by supervisor or any other member of management.

EDUCATION REQUIREMENTS:

• High School diploma; Associates Degree preferred.
• Fork Lift Operator License desired.

EXPERIENCE REQUIREMENTS:

• Minimum of five (5) years experience in a manufacturing environment.
• Minimum of two (2) years supervisory experience.
• Strong interpersonal and communication skills both written and verbal.