



SPENCER PLASTICS, INC.
Job Description
Production Supervisor

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Department: Administration

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General Responsibility

- Supervise and coordinate the activities of production, process technicians and assemblers while planning, directing and coordinating their activities and resources necessary for successful manufacturing of products in accordance with cost, quality, and quantity specifications.

Essential Duties and Responsibilities

- Direct and coordinate production, processing, distribution, assisting in resolving customer concerns, improving productivity, and reducing scrap
- Present daily, weekly, monthly, etc activity reports to Plant Manager, Quality Assurance Engineer, Project Engineer and Office Administrator as needed
- Manage staff, preparing work schedules and assigning specific duties
- Read and analyze charts, work orders, production schedules, and other records and reports to determine production requirements and to evaluate current production estimates and outputs
- Confer with other supervisors to coordinate operations and activities within or between departments
- Plan and establish work schedules, assignments, and production sequences to meet production goals in conjunction with Plant Manager
- Inspect materials, products, or equipment to detect defects or malfunctions
- Demonstrate equipment operations and work and safety procedures to new employees, or assign employees to experienced workers for training
- Observe work and monitor gauges, dials, and other indicators to ensure that operators conform to production or processing standards
- Confer with management or subordinates to resolve worker problems, complaints, or grievances
- Interpret specifications, blueprints, job orders, and company policies and procedures for workers
- Initiate and carry out cost savings and lean manufacturing (PPS and Lean Six Sigma) initiatives as well as coordinate inventory and cost control programs
- Set and monitor product standards, examining samples of raw products or directing testing during processing, to ensure finished products are of prescribed quality. Develop and/or verify

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that production process are up to best-practice, i.e. Quality, Decoupled, Largest Process Window, etc.

- Establishing of optimum post molding processes and process controls through machine and process capability studies as well as developing standard operating procedures, etc.
- Partnership with technicians and operators while providing training, guidance and hands on support for sustaining stable processes
- Perform other assigned duties as requested by management

Education and Experience

- B.S. in technical field or equivalent work experience
- 7 - 10 years manufacturing experience
- Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods
- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources, leadership technique, production methods, and coordination of people and resources
- Exceptional analytical and problem-solving skills
- Excellent written and verbal communication skills
- Strong leadership and facilitation skills. Highly effective working in teams
- Computer skills include familiarity with Windows operating systems, Microsoft Word, Excel, and Project

Physical Demands

- Ability to sit for long periods of time
- Ability to hands and fingers for keyboarding, drawing and handling parts
- Ability to occasionally lift over 50 pounds
- Excellent depth perception, focus, and general vision

Work Environment

- Ability to safely work around moving mechanical parts
- Ability to work in extreme heat
- Moderate to heavy noise levels

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