Production Supervisor

Date: May 23, 2017

Department: Manufacturing

Business Unit: Spectrum Aquatics

Location: Missoula, MT

Reports To: Joe Weimer, Director of Manufacturing

FLSA Status: Exempt

Compensation: Salary

Summary

Spectrum Aquatics is a Montana manufacturer that specializes in designing and producing commercial aquatics equipment. The Production Supervisor will direct, administer, and coordinate manufacturing, assembly, packaging and shipping of all Spectrum products by achieving optimum operating efficiency while maintaining quality of processes, products, and production safety.

Essential Duties and Responsibilities

- Manages subordinates for timely production of products.
- Inspects manufactured product to ensure product specifications and quality control requirements are maintained.
- Drives the quality control procedures and makes recommendations to management on improvements to the quality system.
- Reviews work orders with Director of Manufacturing to schedule timely completion of production.
- Assesses production workloads to provide Director of Manufacturing with lead time estimations and manpower availability.
- Reviews work orders with Shop Leads to evaluate scheduling, raw material, and manpower needs.
- Hires employees as directed by the Director of Manufacturing to meet production schedules and fill openings.
- Assists shop personnel and works with Engineering Department to interpret blueprints.
- Works with Engineering and Director of Manufacturing to create and update assembly/installation manuals for all manufactured products.
- Reviews production methods to identify efficiency or process deficiencies.
- Reviews production scheduling daily to provide Director of Manufacturing with work order completion changes, bottlenecks, material shortages, or updates.
• Provides immediate supervision to Shop Leads and all shop personnel.
• Reviews Bill of Materials for accuracy to insure cost accounting and inventory valuation accuracy.
• Responsible for verifying completeness of all work orders.
• Attends scheduled meetings with Director of Manufacturing and other members of Management as directed by the Director of Manufacturing.
• Attends management meetings as scheduled to promote teamwork, problem solving, and company growth.
• Provides technical support to Customer Service as needed.
• Interprets and enforces Company policies and procedures to shop personnel.
• Reviews and assigns disciplinary actions which includes written documentation to personnel files, verbal and written warnings, suspensions, and terminations.
• Enforces all Company safety policies and procedures.
• Performs direct inspection of machines and equipment to ensure specific operational performance, optimum utilization, and meets safety expectations and parameters.
• Attends training and educational seminars as directed by the Director of Manufacturing.
• Performs standard manufacturing and production duties or other duties as assigned by the Director of Manufacturing.
• Understands the Company mission statement and incorporates its values into all aspects of the department.
• Reports to the GM in the absence of the Director of Manufacturing.

Competencies (check all that apply)

☒ Analytical Decision-Making  ☒ Risk-Taking/Creative Thinking
☒ Communication  ☒ Teamwork & Relationship-Building
☒ Learning & Development  ☒ Results Orientation
☒ Planning & Organizing  ☒ EEO Accountability
☒ Professionalism & Integrity  ☒ Managing Others
☐ Financial Management  ☐ Other ______________________

Education and/or Experience

• Manufacturing, Production, or Operations certificate or degree.
• Four years of operations/manufacturing experience, welding and stainless steel experience preferred.

Computer Skills

• Microsoft Office (Excel, Word, Outlook)
• Experience with ERP software
Language Skills
Must have the ability to write correspondence as well as be able to speak effectively to co-workers and customers.

Reasoning Ability
Must have the ability to define problems, collect information, establish facts, and draw valid conclusions.

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.

While performing the duties of this job, the employee will frequently talk, hear, stand, walk, sit, use his/her hands to manipulate instruments, and reach above head with hands and arms.

The employee will frequently lift and/or move up to 50 pounds at a time and on a continuous basis.

Specific vision abilities required by this job include close vision and ability to adjust focus.

Work Environment
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is reflective of a manufacturing environment where PPE may be required.

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