

**Department:**

BMC

**Reports To:**

Plant Manager

**Purpose:**

The intent of this job description is to establish duties and assignments for the position named above that support the quality policy, management objectives, and quality system of Mar-Bal, Inc. This job description is not intended to be all-inclusive, and the employee may be required to perform other duties as assigned by their immediate supervisor and other management any duty or assignment that does not support established company policies.

**Essential Functions/Responsibilities:**

- Supervision and oversight of scheduling, planning and execution for all BMC plant manufacturing activities including: material requirements to support daily production needs; identifying and planning equipment maintenance; working with supporting departments (Quality, Customer Service, Scheduling, Maintenance, Engineering) to ensure we are manufacturing products that meet our customer's quality, quantity, and on time delivery needs while operating in a cost effective and profitable manner in a multi shift operation.
- General supervision and coordination of activities.
  - Coordination and oversight of all training needs:
    - Safety: work with human resources to ensure proper PPE and safety training has been provided to all employees. Become active member and leader in Safety Committee and enforce all safety policies and procedures.
    - Quality: work with Quality Manager / Plant Manager to coordinate education and training for all production personnel regarding customer quality standards and internal quality documentation in accordance with MBI's Quality System.
    - Product Packaging and Labeling requirements: work with Quality Manager / Plant Manager, Process Engineer and others to educate and train all production operators to read/understand work instructions, proper tools and components/materials needed to efficiently and properly process, package and label products to meet customer quality requirements, minimize scrap and internal tracking of inventory.
  - Quality: understand customer quality expectations and monitor processes and procedures within the ISO Quality System to cost effectively meet those expectations. Utilizing customer feedback, work with Quality department to ensure expectations are communicated across all departments and shifts. Investigate and identify root cause for non-conformities both internal and external.
  - Lead, motivate and manage all direct reports in a positive manner to foster an engaged team environment that promotes and strives for increased productivity, efficiency and quality levels.
  - Work with Material Planner and Customer Service to achieve daily production requirements.
  - Proactively coordinate and communicate personnel about overtime requirements to meet internal and external customer demands.
  - Prepare & publish daily production reports.
  - Make job assignments for BMC production workers for optimum work flow.

# Production Supervisor

Revision Date: March 2018

- Monitor material usage against Bills of Materials, product movement vs system transactions, etc. to maintain accurate inventory levels and minimize loss.
- Work with Plant Manager and Human Resources to ensure proper and qualified manning levels to meet production requirements and minimize overtime.
- Works closely with Plant Maintenance Department by assisting and scheduling Preventive Maintenance initiatives.
- Perform process adjustments to correct deviations when needed.

## Skills Required:

- 2 or more years of Supervisory experience.
- Ability to understand and manage basic Production Control Systems.
- Basic mechanical skills.
- Good Problem Solving Skills.
- Demonstrated knowledge and experience working with an ERP System.
- General Knowledge of Lean Manufacturing principles.
- Excellent communication skills – oral and written. Ability to communicate effectively and professionally with diverse individuals.
- Critical thinking and problem solving skills.
- Ability to communicate across multiple shifts and departments in a multi- cultural environment.
- Good Training, communication, and organizational skills.
- Have hands on “Get It Done” attitude.
- Team Player
- Demonstrated knowledge and experience working in an ISO or equivalent Quality System environment.

## Skills Desired:

- Experience in Plastics Manufacturing preferably with Thermoset Plastics
- Above average Computer Skills specifically in Microsoft Office (Word, Excel, and PowerPoint).
- General Knowledge of Lean Manufacturing principles.

## Education and Experience

- College Degree preferred. 5 years of experience in a manufacturing environment in lieu of College Degree

Mar-Bal, Inc. reserves the right to revise or change job descriptions, duties, and responsibilities as the need arises. This description does not constitute a written or implied contract of employment.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_