

Job Title: Production Supervisor Boom Division – Fairfield 211

Reports to: General Manager Boom Division – Fairfield 211

Department: Production

Summary: To train and supervise assigned production personnel and provide production assistance to the Production Manager.

Essential Duties and Responsibilities:

1. Responsible for supervision and efficiency of production personnel.
2. Work closely with the Production Manager to ensure completion of production schedules.
3. Train production personnel.
4. Ensure production documentation is submitted in a timely manner.
5. Assist in the design and development of new/improved products.
6. Responsible for supervision and effective maintenance of the building and equipment.

Other Responsibilities: Any other duties required by Management and Supervision.

Supervisory Responsibilities: The essential duty for this job is supervision of assigned employees. This individual is also responsible for training assigned employees, assigning and directing work and appraising work.

Measure of competency: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Qualifications: The requirements listed below are representative of the knowledge, skills, and/or ability required. Relies on experience and judgement to plan and accomplish goals. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or experience: High School diploma or general education degree (GED); or six months related experience and/or training; equivalent combination of education and experience.

Language skills: This job requires the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. This job requires the ability to write routine reports and correspondence. This job requires the ability to speak before groups of customers or employees of the organization.

Mathematical Skills: This job requires the ability to add, subtract, multiply, and divide using whole numbers, common fractions and decimals.

Reasoning ability: This job requires the ability to apply common sense understanding to carry out instructions in written, oral, pictorial or diagram form.

Certificates, license, and registrations: A valid driver's license and insurability is strongly preferred.

Computer Skills: the job required the individual to have basic computer knowledge, as well as, knowledge of accounting software and Microsoft Office.

Other Skills and abilities: None

Other Qualifications: None

Physician Demands: The employee is regularly required to talk, see, and hear. The employee is regularly required to stand and/or walk on concrete. The employee is occasionally required to lift and/or move up to 50 pounds. The employee is occasionally required to stoop and/or squat repeatedly or bend and reach into a box repeated throughout the workday.

The employee is occasionally required to use hands to finger, handle, or feel and reach with arm and hand. The physical demands described here are representative of those that must 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.

Work environment: The work environment characteristics describes here are representative of those an employee encounters while performing 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 is exposed to moving mechanical parts. The employee is occasionally exposed to vibration. The noise level is usually moderate.

Authorities of decision making – N/A

Candidate Requirements/Attributes – N/A

Problem Solving Characteristics – N/A

Demands of Influencing – N/A

Summary – N/A

Revised 01/04/2019

Approved by: Greg Gibbs