

Job Title: Production Supervisor – Carmi 1309

Report to: Operations Manager

Department: Production

Summary: To observe, supervise, train, critique and correct assembly technicians assigned to the department.

Essential Duties and Responsibilities:

1. To ensure assigned task are accomplished in the most effective manner as possible while maintaining superior quality.
2. To report any quality issues as they occur to the supervisor or to the Quality Manager.
3. To ensure that all in process and final inspections are completed by someone other than the technician who built the equipment.
4. To ensure the production paperwork is accurately and thoroughly completed and turned in to the production manager.
5. To ensure sales orders are properly packed in a timely manner with all parts labeled appropriately.
6. To ensure that the line sheets and test sheets are accurately and thoroughly completed and placed with the packing list with the equipment on the packing crate.
7. To provide the Shipping Manager with weights and dims for all containers on sales orders
8. To keep general idea of inventory quantiles
9. To resolve issues that tend to interrupt production
10. To keep serial number books up to date with items shipped
11. The supervisor should be able to perform any function within his/her department and to teach others how to satisfactorily perform the function
12. Ensure safety and use of protective equipment (PPE) in the departments

Other responsibilities: Any other duties required by Management or Supervision

Supervisory Responsibilities: The primary essential duty for this job is supervision of technician's assigned to the department. This individual is responsible for assisting in interviews and hiring, training employees, assisting and directing work, appraising work, praising and disciplining employees; and resolving department problems.

Measurement 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, skill, and/or ability required to perform this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or experience: Related 2 year degree or 3 years supervisory experience in manufacturing setting.

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 calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. This job requires the ability to apply concepts of basic algebra and geometry.

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

Computer skills: This job requires the individual to have general computer knowledge, as well as, Microsoft Office, and advanced knowledge of Sage 100 accounting software.

Certificates, License, Registrations: A valid driver’s licenses and insurability is strongly preferred.

Other Skills and Abilities: N/A

Other Qualifications: N/A

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.

The employee is regularly required to talk 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 over and reach into a box repeatedly throughout the workday. The employee is occasionally required to use hands to finger, handle or feel and reach with arm and hands.

Work environment: The work environment characteristics described 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. While performing the duties of this job, the employee is exposed to fumes or airborne particles. The employee could be required to drive a fork truck or motor vehicle.

Authorities for decision making:	N/A
Candidate Requirements/Attributes:	N/A
Dimension of the Position:	N/A
Problem solving characteristics:	N/A

Demand for influencing:	N/A
Summary:	N/A

Revised Date – 06/17/2026

Approved by: Jessica Edwards