



## Position Description

**Job Title:** Production Supervisor  
**Department:** Modernfold, Inc.  
**Reports to:** Production Manager  
**Location:** Dyersville, IA

### SUMMARY

Our Operations Team is responsible for all aspects of manufacturing high quality products in a timely manner to delight our customers. Operations team members play an important role in Modernfold's success and prepare us to help people do great things. These teams share a passion for quality and hold safety as a number one priority. We're on a journey to establish and utilize a company performance system that drives excellence in all we do as we prepare to enter our next century of business.

As Production Supervisor you will lead and manage an assigned department or area to achieve operational objectives in areas such as safety, product quality, reliability, cost, continuous improvement, and employee morale. These objectives will align with and promote the achievement of the operations and overall business strategy. You will achieve results through successful leadership and team development, as well as effective planning, organization, implementation, and execution.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Drive improvement, solve problems, lead others, and be an owner every day in the following areas...

100% Value: You will be responsible for continuously improving the processes of operations by eliminating the seven forms of waste and creating processes that add 100% value to the customer.

Continuous Improvement: You will facilitate change by using Kaizen as a tool to improve the organization's capability by utilizing people's skills to solve problems proactively and constantly move toward the ideal situation. You'll be responsible for engaging in Kaizen activities every day to proactively go after problems with a shop floor focus.

Professional Challenge/Participation: You will motivate and involve employees in improving processes through creativity, problem-solving, and learning. This will be accomplished through setting expectations, teaching, encouraging, coaching, and holding direct labor employees accountable to utilize standardized work to improve operations, as well as through participating in the implementation of improvements

through day-by-day Kaizen. You will solicit employees' ideas for improvement and create a work environment where employees are encouraged to share their ideas for improvement and participate in their implementation.

Quality: Ensure the team's performance and accountability to zero defects. Your responsibilities will include identifying and solving department problems that cause poor quality. Partner with your internal suppliers and customers, the Customer Service and Corporate Quality Teams to ensure the identification of quality issues and their root causes, as well as design and implement solutions. Manage and monitor compliance to the Quality Management System and ISO 9000 Certification.

Recognition/Feedback: You will be responsible for showing appreciation of those individuals and teams that demonstrate outstanding performance. Responsible for providing timely performance feedback, coaching, and discipline.

Reliability: You will ensure 100 percent on-time delivery of quality products to the customer.

Safety: You will ensure a safe working environment for all employees and visitors. Responsible for the team's safety program, implementation, and commitment to 5S principles. Ensure all safety training and development is completed for all employees to assure safe practices are known and being followed by every team member, safety policies and procedures are administered, and compliance with all state and federal legislation is maintained. You will manage and monitor the achievement of corporate and plant environmental goals.

Shop Floor Focus: You will be responsible for spending 90 percent of your time directly on the shop floor where key value added activities take place so you can understand the current status of the operation and gain direct input from employees in order to make improvements.

Staffing/Development: You will have input in employee selection (determining staffing levels and skills required) and training. You will also be responsible for helping employees develop new skills that will allow them to increase their contribution to the business and improve the processes of the operation. You will ensure policies, procedures and work rules are followed in accordance with the Collective Bargaining Agreement.

You will also perform additional responsibilities as required to achieve business objectives.

**Sound Like The Challenge You're Looking For?**

You might be just who we're looking for if you have...

A minimum of five years of successful supervisory experience in an operations environment, or at least five years of demonstrated success in a leadership role that has included directing the work of others with proven results.

- Degree preferred, high school diploma acceptable.
- The ability to express ideas effectively (verbally and nonverbally) with well-developed interpersonal and communication skills and a demonstrated professionalism.
- Adeptness at resolving conflict in a team environment.
- Demonstrated ability to identify and understand issues and make appropriate decisions.
- Proficiency in ISO quality systems fundamentals and Lean manufacturing principles.
- Ability to effectively use the office automation, communication, software, and tools used in the office and production environment.
- Experience in metal forming and fabrication, office or other panel construction/assembly, glass walls, fabrics and other coverings would be a plus along with experience in transitioning to automation and manufacturing system technologies in a high mix, low volume ETO product manufacturing plant. We have aggressive plans.
- Ability to perform all essential job functions with or without accommodations.

**LEADERSHIP SKILLS**

Ability to communicate and provide constructive feedback in a positive nature at all levels of the organization regarding performance and objectives. Ability to lead, mentor and delegate by providing management and employees with clear direction. Ability to take direction and display a positive "can-do" attitude, strong work ethic and problem-solving skills.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures. Ability to write reports, business correspondence, and technical instructions. Ability to effectively present information and respond to questions from groups of managers, employees, and customers.

**MATHEMATICAL SKILLS**

Ability to apply simple math concepts; such as fractions, percentages ratios, and proportions to practical situations. Ability to use key analytical metrics to drive manufacturing improvements.

**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 needed to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel; reach with arms and hands; climb or balance; stoop, kneel, crouch, or crawl. The employee frequently is required to stand, sit and walk as well as talk and hear. The employee must regularly lift and or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to focus.

**WORK ENVIRONMENT**

While performing the duties of this job, the employee is in a light industrial work environment – heated but not air conditioned. Personal protective equipment (PPE) must be worn as required.