

## **PRODUCTION SUPERVISOR**

**Job Title:** Production Supervisor  
**Department:** Production  
**Reports To:** Production Manager  
**Location:** Dyersville, Iowa

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Develop plans and applies resources necessary to meet daily, weekly and monthly production schedules.
- Monitor and implement corrective actions to ensure that quality issues are addressed.
- Communicate plant and corporate goals with department.
- Audit and address housekeeping issues.
- Lead and participate in process improvement projects, root cause problem solving, and Lean principle implementation/sustainment.
- Address and resolve conflicts within department.
- Demonstrate strong leadership skills.
- Develop and audit work standards.
- Ensure policies, procedures and work rules are followed in accordance with the Collective Bargaining Agreement.
- Ensure a safe working environment for all employees.
- Other duties as assigned by management

### **QUALIFICATIONS**

The requirements listed below are respective to the knowledge, skill, and/or ability required. Reasonable accommodations may be necessary to enable individuals with disabilities to perform the essential functions.

### **EDUCATION AND EXPERIENCE**

Bachelors' degree in a business or management related field, 2 - 5+ years' experience in manufacturing environment, or an equivalent combination of education and experience. Computer literate in basic Microsoft Office applications. Experience in Lean or other Continuous Improvement methodologies is a plus.

## **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 from management and display a positive "can-do" attitude, strong work ethic and utilizing strong problem-solving skills. Work independently and manage multiple tasks simultaneously. Ability to work under pressure with changing project priorities.

## **LANGUAGE SKILLS**

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

## **MATHEMATICAL SKILLS**

Ability to compute basic calculations and measurement conversions. 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 made to enable individuals with disabilities to perform the essential functions. Ability to work for extended periods of time at a workstation on a computer.

While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; and talk and hear. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must be able to occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job employee may be exposed to wet and/or humid conditions with seasonal temperature changes within the facility; high precarious places; outside weather conditions within a manufacturing setting.