

Job Title: **Subcontract Production Supervisor**

Department: Production

Reports To: Jeff Espe

Effective: 9/15/2023

**Summary:** This position supervises production workers and works with the production manager to manage all aspects of the subcontract production area including maintaining machines, managing inventories, and scheduling production with the manufacturing manager. This is a full-time position with benefits. Operating hours are Monday through Friday 7:30 am – 4:00 pm. This position has the following duties:

**Essential duties are as follows and may include others as assigned:**

- Possess the skills and abilities to manage a production staff consisting of a wide range of abilities with dignity, patience, and respect.
- Possess the skills to work as a team player with management, case management staff, and other production supervisors.
- Ability to critically think and make decisions effectively.
- Able to attend to multiple tasks throughout a workday pertaining to the manufacturing process while coordinating client job schedules accurately.
- Enforce and implement safety standards to insure the ongoing safe operations of the department.
- Establish and maintain effective quality control procedures.
- Ability to accurately maintain time and productivity of scheduled workers.
- Ability to troubleshoot and maintain mop sewing-related machinery including automated sewing machines.
- Ability to track and maintain raw material inventories and inventories of saleable goods. Possess the skill to purchase inventories on a timely basis and to find competitive bids for raw material items and necessary supplies.
- Ability to manage orders, package, label, and palletize shipments and arrange for shipment via both UPS and LTL.
- Ability to use a forklift.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty effectively. The requirements below indicate the qualities and knowledge desirable to perform the essential functions.

- High school diploma
- Ability to read and interpret documents such as safety rules, operating and maintenance manuals, and procedure manuals.

- Ability to work both independently and as part of a team
- Ability to communicate both verbally and in writing effectively and in a positive and cooperative manner
- Ability to add, subtract, multiply and divide whole numbers, fractions, and decimals. Needs to document time on timecards as to hours and minutes spent in a program.
- Ability to think critically and make on-the-job judgment calls as situations arise including the ability to resolve behavioral issues according to documented plans.
- Ability to use a computer and the Microsoft Office Suite especially the use of Excel. Needs to be familiar with the use of email and attachments.
- Ability to operate a forklift or can be trained to operate the forklift.

**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 the job. Reasonable accommodations will be made to enable individuals with disabilities to do this job. The employee must be able to regularly stand, walk, sit, use hands to finger, handle or feel, be able to reach with hands and arms, climb, balance, stoop, crouch, or crawl. The employee must frequently lift and or move up to 25 pounds and occasionally lift or move up to 50 pounds.

**Work Environment:**

While performing duties of the job the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.