

Position: Production Supervisor
Shift: 2nd
FSLA: Salaried, Exempt

Reports to: Plant Manager
Location: Fort Worth
Date Posted: 10/04/2017

The primary responsibility of this position is to supervise, facilitate, coach, assist and manage the deployment of direct and indirect production employees, materials, machines and supplies in manufacturing.

Essential Duties and Responsibilities

1. Responsible for managing/supervising 30 to 60 direct labor employees. This includes all attendance records, disciplinary actions, performance evaluations, and scheduling of hours/overtime. Partners with HR in the selection, promotion, counseling and termination of employees using the company's guidelines and policies. Fairly and consistently applies policies and practices to all employees.
2. Maintains an attitude of safety and quality consciousness within the shop. Ensures all safety procedures are being followed. Takes the initiative in safety improvements. Maintains an orderly department to ensure safety and quality requirements are met as well as acting as a steward to establish and maintain a Safety First Culture.
3. Actively participates in setting, communicating and achieving Plant goals and objectives including, but not limited to; On-Time Delivery, Lead time, Scrap rate, Productivity and all financial goals.
4. Develops and maintains performance metrics as required to monitor results and uses as a tool to identify and initiate process improvements and waste elimination within their work area.
5. Actively promotes, supports, participates and sustains lean and Kaizen activities to ensure our growth and profitability through problem solving and continuous improvement.
6. Promotes a quality culture by demonstrating customer focus. Regularly communicates customer feedback to employees in order to facilitate collaborative problem solving.
7. Takes ownership of employee training and development by ensuring that appropriate and required training is completed for direct reports, including all cross-training. Promotes employee development and potential through effective performance management and coaching (e.g. job skills and career development).
8. Ensures proper maintenance and operation of tooling and equipment. Provides tools and safety equipment to allow operators to properly perform their jobs.
9. Constructively interacts with Purchasing, Customer Service, Engineering, Product and Project management to satisfy all customer needs.

Education/Experience Requirement

1. 4 year college degree preferred, 2 years of college minimum.
2. 3 to 5 years of manufacturing management/supervision; preferably in the sheet metal/extruded aluminum sectors with solid background in lean manufacturing.
3. Demonstrated ability of using independent judgment and a strong bias toward teamwork.
4. Excellent verbal and written communication.
5. Must be knowledgeable with assembly operations.

Specific Skills Required

1. Proven leadership skills.
2. Self-motivated high energy.
3. Proficient in use of Excel, Microsoft Word, and basic statistical analysis.
4. High level of problem solving skills along with a history of team building and employee development.
5. Ability to delegate effectively.
6. A champion of lean principles and culture.
7. Ability to interact with all levels of the organization.
8. Ability to speak Spanish is highly preferred, but not required.

Other Duties and Responsibilities

This job may include other duties and responsibilities as assigned by the supervisor. These may change as needed.

Physical Demands

Must be able to walk the production floor for 6 - 8 hours per day. At times should be able to work longer than normal hours and perform duties under higher levels of stress.

Pottorff is only interested in people who:

1. Do what they say and do it right the first time.
2. Maintain high personal expectations and accountability.
3. Want to help build a financially strong company.
4. Expect a can-do attitude and a sense of urgency from everyone.
5. Operate with a high degree of integrity and respect for each other.
6. Embrace change as a path to success.