

POSITION DESCRIPTION

**POSITION TITLE:** Production Supervisor

**DEPARTMENT:** Production

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**REPORTING RELATIONSHIPS**

**POSITION REPORTS TO:** Director of Supply Chain & Operations and/or Plant Manager

**POSITIONS SUPERVISED:**

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**POSITION PURPOSE**

This individual is responsible for the overall management of the Production Facility including defining and deploying appropriate manufacturing processes (quality, ISO, etc), align production capabilities to leverage volume for highest return, and outlining skill and development requirements for the plant. This individual is also responsible for guiding and directing all personnel in conjunction with HR policies and procedures and achieving budgeted results. This position is a key contact to coordinate activities between manufacturing and sales.

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**PERSONAL ATTRIBUTES & QUALIFICATIONS**

**EDUCATION REQUIREMENTS:**

1. B.A. in Chemical/Mechanical Engineering or a business discipline, or relevant work experience required
2. Formal training and experience in implementing project management and quality control tools such as: Six Sigma, ISO, or Quality Processes
3. Formal management training and experience.

**CREDENTIALS:**

1. Must have 5+ years experience in manufacturing, industry knowledge and knowledge of chemical formulations a benefit.
2. Must have experience working with plant equipment and sound manufacturing techniques
3. Must have the ability to manage and lead the day-to-day production and office personnel

4. Must have the experience and ability to develop and implement strategic business plans (short-term and long-term) focused on profit & losses, process improvements, and balanced score carding.
  5. Solution/Consultative Selling experience and skills a benefit
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## ESSENTIAL FUNCTIONS

### RESPONSIBILITIES:

1. Define and deploy appropriate manufacturing processes (quality, ISO, etc.)
2. Align production capabilities to leverage volume for highest return
3. Outline skill and developmental requirements for the plant, including coordinating efforts to achieve Best-in-Class and Low Cost Producer status, and to be able to support sales and marketing for continued revenue growth at a profitable level
4. Management of the office and production functions, including conducting a staff skills assessment, developmental requirements, and providing an appropriate focus while administering HR policies and procedures
5. Achieve budgeted results
6. Execute a balanced effort across the Plant's Balanced Scorecard to include long-term and short-term goals
7. Proper allocation of plant resources
8. Develop mutually beneficial, respectful, and effective relationships with peers to ensure seamless coordination between departments, maximize synergy, and maintain a shared vision, strategy, and focus.

### CORE COMPETENCIES

1. **Leadership** – Positively changes opinions and actions of others in a desired direction by providing peers and subordinates with vision and inspiration and mobilizing them to fulfill it. Encourages subordinates to adapt positively to change, engage in worthwhile objectives, face, define, and solve problems. Inspires and motivates others to perform well, effectively influences actions and opinions of others, inspires respect and trust, and displays passion and optimism. Gives appropriate recognition to others, accepts feedback from others, presents

information in a persuasive manner, and clarifies information in order to gain understanding and buy-in.

2. **Strategic Thinking** – Plans and makes both long-term and day-to-day decisions within the framework of the organization’s strategic intent. Understands the factors influencing strategy (e.g. core competence, customers, competition, market trends, external threats, organizational strengths and limitations), recognizes broad implications of issues, and adapts strategy to changing conditions.
3. **Active Communications (Verbal, Written, Listening Skills)** – Clearly expresses ideas, information, and concerns both verbally and in written format in both positive and negative situations. Actively listens, offers full attention when others speak, gives verbal and nonverbal cues of interest, asks questions for clarification, and paraphrases to ensure understanding. Actively seeks and disseminates information from and to a variety of sources, accepts responsibility for ensuring that people have the current and accurate information needed for success, and asks questions to open channels of communication. Demonstrates group presentation skills, presents information and numerical data effectively, and actively participates in meetings.
4. **Analytical** – Synthesizes complex and diverse problems or information in order to systematically identify the cause of the problem, collects and researches data, analyzes the complex data, and offers recommended solutions. Designs, implements, utilize workflows, processes, procedures, and systems, and align areas of responsibility with the organization’s objectives to achieve results.
5. **Team Player** - Identifies with the larger organizational team and their role within it by balancing team and individual responsibilities, sharing resources, responding to requests from other parts of the organization, supporting larger legitimate organizational agendas, and putting the success of the team above personal interests. Exhibits objectivity and openness to others' views, gives and welcomes feedback, contributes to building a positive team spirit, recognizes accomplishments of other team members, and builds morale and commitment to goals and objectives.

6. **Manage Performance** – Creates and maintains functional work groups by understanding the human dynamics of team formation and maintenance. Formulates team roles, actively recruits and selects candidates, coaches, mentors, and actively develops teams by setting and clearly communicating goals, using objective means to monitor progress towards those goals, offering clear, direct, and timely feedback, and provide training, direction, and support as needed. Successfully redirects performance that falls short of expectations, confronts negative behavior, build, commitment and morale, fosters, acceptance and change, and facilitates process improvements. Provide the level of guidance and management appropriate to the circumstances, rewards team behavior and fosters a team atmosphere in the workplace. Takes responsibility for subordinates' activities, makes self available to staff, and continually works to improve supervisory skills.
7. **Motivation** – Presents information and ideas in manner that excites others, sets and achieves challenging goals, demonstrates persistence and overcomes obstacles, takes calculated risks to accomplish goals, and measures self against standard of excellence.
8. **Organizing and Planning** – Plans, organizes and effectively manages to maximize efficiency and productivity. Sets goals and objectives, prioritizes and plans work activities, identifies specific action steps and resources, anticipates problems and develops contingency plans. Plans and develops the most efficient way to execute weekly production schedule.
9. **Productivity** - Meets or exceeds productivity standards, completes work in timely manner, and strives to increase productivity.
10. **Results Oriented** – Maintains an appropriate focus on short and long term goals, outcomes, and accomplishments, conveys a sense of urgency to make things happen, and displays a sense of urgency about getting results. Motivated by achievement and persist until the goal is reached.