



## **PRODUCTION SUPERVISOR**

North Hartland Tool Corporation is a leader in the design and manufacture of precision fixtures and gages, as well as precision machining.

### **SUMMARY**

Supervises shop employees in a manufacturing and assembly environment: plans and assigns work, implements policies and procedures and recommends improvements in production methods, equipment, operating procedures and working conditions.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Review shop order & technical data package, resolve any issues & questions regarding schedule with Master Scheduler; plus bill of material & process with Manufacturing Engineer.
- Assign work as specified by process & schedule; review process and allowed hours with clear instruction that any variances in quality, schedule or hours are to be immediately presented for corrective action.
- Monitor operator quality, conformity to process & estimated hours. (All issues and causes of variances to be resolved present time).
- Insure rapid flow of orders thru your department that will prevent and build up in the "Q".
- Insure conformity to all company rules & policies. Administer progressive discipline for any violations as directed by Human Resources.
- Insure all factory areas are clean, including each machine at the end of every shift.

### **POSITION REQUIREMENTS**

- Leadership: a demonstrated ability to lead people and get results through others.
- Supervision, performance review and discipline.
- Employee training and development.
- Measurement of performance to goals and standards.
- An ability to balance and achieve positive results in the areas of safety, quality, productivity, cost and employee relations.
- Systems and continuous improvement orientation.
- Quality orientation and attention to detail.
- Problem analysis and resolution.
- Strong interpersonal and communication skills.
- May be required to perform other duties as requested, directed or assigned.
- Attend all necessary meetings.

**Equal Opportunity Employer**