



Job Title: Manufacturing Supervisor - 2nd Shift
Reports to: Director of Operations
FLSA Status: Exempt
Date: April 1, 2014

Department Focus

The Manufacturing function supports business needs and continuous improvement efforts through appropriate production engineering and processing principle development of employees and management.

The Supply Chain function supports business needs and continuous improvement efforts through appropriate supplier, scheduling, inventory management and logistic principle development of employees and management.

Job Description and Duties:

1. Responsible for direct supervision of machining and fabrication personnel, providing coaching and mentoring to team members.
2. Responsible for the communication and execution of production schedule associated to machine and fabrication centers, which includes following up with employees to ensure adherence to set schedules. Ensures that resources are allocated properly by placing employees in appropriate positions to meet production requirements. This includes planning for contingencies and ensuring material and human resources are available to provide uninterrupted support. Make proper notifications to management and internal customers when expected service levels to external customers are not achieved.
3. Evaluate and plan for staffing needs. Ensure that staff is properly trained and that sufficient backup is in place for all critical tasks. Set goals and objectives for staff and work through them by delegation. Establishes overtime schedules as needed. Ensure that work areas are neat, orderly and present a professional image.
4. Responsible for overall employee performance and compliance to HTI policies, has authority to discipline and counsel team members as needed or required by HTI policies, and will provide performance feedback via informal and formal methods including 90 day performance reviews, annual reviews, and merit increases or bonuses for exceptional contributions. Assist staff in their career development.
5. Assists and supports problem solving efforts by supporting the identification of root causes and implementation of permanent corrective actions, verifying the quality of work performed by all resources on their shift, works with the Manufacturing Process engineer to conduct root cause and corrective action investigations on any quality issues, and clearly identifies and communicates as appropriate.
6. Create, foster and maintain a focus on continuous improvement and Lean strategies in order to achieve increase schedule execution, reduce cycle times and inventory, reduce costs, and improve employee satisfaction. Develop, implement, and maintain visual management boards for production





measurements. Continually work with manufacturing and quality engineers to improve line efficiency and product quality.

7. Verifies that all team members are effectively completing EPICOR/ERP transactions and processing job travelers per HTI policies.
8. Conduct shift meetings and cross shift meetings where applicable.
9. Actively and continuously monitors team member interactions and relationships. If conflicts arise, responsible to ensure that appropriate, non-confrontational conflict resolution steps are taken, and escalates situations as appropriate to HTI leadership or civil authorities.
10. With Manufacturing Process Engineer, conduct, lead, or implement the appropriate process audits, which will identify the need for the appropriate containment, corrective, and preventive actions, leading to minimizing or eliminating process deviations and non-conforming product root causes.
11. Required to work a minimum of 6 hours every other weekend, a minimum of 156 weekend hours per year; already included in exempt salary.
12. Supports Continuous improvement efforts through involvement in structured problem solving and other activities using LEAN concepts.
13. Other related duties as required.

Minimum qualifications:

- Associates Degree from an accredited College or University and 5 years work experience in a manufacturing environment. Previous supervisory experience of 3 years or more.
- Ability to read & interpret contract documentation, engineering drawings, standards and specifications.
- Proficient in MS Project, Outlook, Word, Excel, PowerPoint, and the Internet.
- Strong interpersonal, communication, and structured problem-solving skills.
- Detail oriented and highly motivated.
- Possess high level of personal initiative.
- Ability to lift 35 lbs. from floor to bench.
- Ability to read blueprints and use machine shop measuring tools.
- Experience with an ERP system.

