

Position : Production Supervisor
Department: Aluminum Die Cast and Machining
Shift: Second (2:00 – 10:00 PM)

Position Overview: A production supervisor in Aluminum Die Cast and Machining manages the effective and efficient use of department resources, manpower and machines, in the production of aluminum and zinc die castings and secondary machining using the prescribed processes and procedures in a safe and clean work environment.

Requirements: Mechanical ability with broad working knowledge of the department's equipment, tools, standard operating procedures, process control, records and practices. Be effective and efficient in the completing or exceeding production requirements. Able to learn and contribute to improving both department's systems and procedures to increase efficiency and reduce waste. Able and willing to work with others as both a team leader and a group member.

Qualifications: Minimum of a high school education or equivalent. Ten to fifteen years' experience in aluminum die cast operations, procedures and process control. Must be company oriented with all actions resulting in the safe production of quality parts at an acceptable rate. Possess excellent written, oral and arithmetic skills. Good reading comprehension skills. Familiar with basic computer programs, (Word & Excel).

Job Duties: Supervise the employees in the safe production of quality aluminum and zinc die castings.

Be knowledgeable of, implement and train the employees in the standard operating and quality procedures.

Organize, maintain and analyze production performance records and data. Approve employees shift time and work performed through manual means and computer entry. Communicate conclusions and results.

Understand, communicate and enthusiastically strive to achieve the safety, quality and production requirements of the department and the company. Initiate and foster a spirit of cooperation within and between departments.

Work with all employees, either directly or indirectly responsible for, or involved in, the successful operation of the department by communicating necessary information in a timely manner.

Maintains schedule adherence by establishing priorities, assigning personnel, monitoring progress, resolving problems and working with the scheduling department to achieve satisfied customers.

Resolves personnel problems by analyzing data, investigating issues, identifying solutions and recommending action.

Maintains working relationship with the union by following the terms of the contract. Adhere to local, state and federal employment and safety requirements. Follow established company policies and procedures.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as required to meet the ongoing needs of the organization.