

Job Description – Production Supervisor

POSITION: Production Supervisor

SUPERVISES: All Production Personnel

REPORTS TO: Operations Manager of Woodway USA

QUALIFICATIONS

Education:

High School Diploma or equivalent

Experience/Minimum time in equivalent position: NA

Required Skills:

- Good written & verbal communications skills
- Self-motivated, detailed oriented, organized, focused & ambitious
- Professional demeanor, team player, positive attitude
- Proficient in Microsoft Office

RESPONSIBILITIES

- Supervise production personnel
- Recommendations for continuous improvement
- Training and development of personnel
- Recommend and monitor appropriate levels for material
- Ensure Woodway employees have a safe and clean work environment
- Recommend proper tooling for production employees to complete assigned tasks
- Schedule production employees to ensure on time delivery of products.
- Work with engineering, sales, and quality, as appropriate, to make product and process improvements.
- Personnel development including but not limited to hiring, firing, and discipline of production employees

Perform all duties deemed necessary by manager

TRAINING REQUIRED:

- Quality policy/Objectives
- Quality Manual
- Company Handbook
- Owner's Manual
- Product Specifications
- Woodway company procedures:
 - WOD 01-01 Management Review
 - WOD 05-01 Control of Documents
 - WOD 10-02 Internal Audit
 - WOD 10-03 Analysis of Data
 - WOD 10-04 Customer Satisfaction
 - WOD 16-01 Control of Records
 - WOD 20-01 Development of Control Plans
 - WOD 20-04 Corrective & Preventive Action
 - WOD 20-05 Inspect and Test
 - WOD 20-06 Control of Nonconforming Material
 - WOD 20-07 Calibration
 - WOD 22-01 Statistical Methods
 - WOD 42-01 Training
 - WOD 50-01 Vendor Selection and Monitoring
 - WOD 50-02 Purchase Order Generation
 - WOD 60-01 Order Processing
 - WOD 60-02 Quotations
 - WOD 60-03 Customer Complaints & Returns
 - WOD 60-04 Repair Service
 - WOD 70-01 Process Control
 - WOD 70-02 Inspect & Test Status
 - WOD 70-03 Control of Customer Supplied Property
 - WOD 70-04 Product ID & Traceability
 - WOD 78-01 Preventive Maintenance
 - WOD 82-01 Design Control
 - WOD 82-02 Risk Management
 - WOD 90-01 Preservation of Product