



### Production Supervisor Job Duties:

- Accomplishes manufacturing staff results by communicating job expectations; planning, monitoring, and appraising job results; coaching, counseling, and disciplining employees; initiating, coordinating, and enforcing systems, policies, and procedures.
- Maintains staff by orienting, and training employees and developing personal growth opportunities.
- Maintains work flow by monitoring steps of the process; monitoring personnel and resources; studying methods; implementing cost reductions; developing reporting procedures and systems; initiating and fostering a spirit of cooperation within and between departments.
- Completes production plan by scheduling and assigning personnel; accomplishing work results; establishing priorities; monitoring progress; revising schedules; resolving problems; reporting results on shift production summaries.
- Maintains quality by establishing and enforcing organization standards.
- Ensures operation of equipment by calling for repairs; evaluating new equipment and techniques.
- Provides manufacturing information by compiling, initiating, sorting, and analyzing production performance records and data; answering questions and responding to requests.
- Creates and revises systems and procedures by analyzing operating practices, record-keeping systems, forms of control, and budgetary and personnel requirements; implementing change.
- Maintains safe and clean work environment by educating and directing personnel on the use of all control points, equipment, and resources; maintaining compliance with established policies and procedures.
- Resolves personnel problems by analyzing data; investigating issues; identifying solutions; recommending action.