



## JOB DESCRIPTION

**Position Title:** Production Supervisor II

**Department:** Manufacturing

**Reports To:** Production Manager

**Reports:** Production Leads, Production Associates

### **Basic Function/Job Summary:**

The Production Supervisor partners with other team members and departments across the organization to ensure proper planning and coordination of production processes, quality standards, customer requirements and company policies and procedures.

The Production Supervisor is a proactive driver of the business and a role model for Mills Vision/Values and Mission that defines how we do business as a company. This position works with and supports the Manufacturing Manager to achieve the desired Strategic Objectives of the organization.

### **Responsibilities/Scope:**

#### Resource Utilization

- Partner with Human Resources to interview, evaluate and hire Production Leads and Production Associates
- Partner with Human Resources to ensure appropriate training for Production Leads and Production Associates to fulfill their respective roles and responsibilities
- Provide the tools necessary for the Production Leads and Associates to succeed in their role
- Plan resources (people, machines and material) along with the scheduling required to successfully deliver short and long term production goals across multiple product lines
- Communicate all relevant information effectively to Production Leads and Associates in a timely manner and respond to Production Leads need for information and decisions in the same manner, with clear reasons and explanations for final decisions
- Set clear expectations for Production Leads and Production Associates evaluating them continually, providing support, feedback and coaching for meeting expectations in an accountable manner
- Ensure all departmental actions (hires, promotion, transfers, counseling, corrective actions and terminations) are supportive of all company objectives and policies and are accomplished in a fair, consistent, non-discriminatory and timely manner

#### Process Management

- Provide timely information on production capabilities and plant capacity to the Manufacturing Manager with recommendations for development of effective short and long term production plans



- Evaluate Departmental performance to plan by effective use of all available planning and performance tools including but not limited to schedule attainment, personnel efficiency tracking & first pass quality along with recommendations for necessary adjustments to effectively execute to plan
- Utilize ERP, HRIS systems to monitor production status, employee attendance, and employee skill levels
- Review and Verify Production Leads and Production Associates weekly time records
- Effectively assist in the control and utilization of support tools for standard work such as product checklists, product drawings, manufacturing work instructions, visual work instructions, lean initiatives
- Provide timely information and recommendations for solutions regarding problems in production that may adversely affect quality, delivery or customer requirements
- Partner with support departments and cross-functional teams to identify and eliminate root causes that adversely affect product quality, quantity or cost
- Requisition all materials and cutwork in a timely manner ensuring the Production Leads are monitoring material demand to mitigate negative impact on the production line
- Effectively complete first piece verifications of product that would include determining resource needs such as line set-up, personnel requirements, machinery, fixtures, work instructions and any other resources that may be necessary

### **JOB SPECIFICATION INFORMATION:**

- Ensure on-going training of employees towards continuous improvement is achieved through regular needs assessments
- Ensure that the workplace is clear of recognized hazards and challenge unsafe behaviors
- Support Safety Committee on inspections, meetings and corrective actions
- Administer First Aid as necessary
- Manage absenteeism by holding regular discussions for each unplanned occurrence of absence
- Impact turnover through involvement and application of on-going retention initiatives, orientation support, Follow-up with employees and conduct regular sessions to discuss performance
- Complete action items related to pre-production planning
- Perform root cause analysis and complete corrective actions associated with customer rejections.
- Other duties and responsibilities may be assigned according to business needs

### **Physical Requirements:**

- Regularly required to talk or hear.
- Stand and or sit for long periods of time
- Use hand and arms to reach, feel or handle
- Sit, Stoop, Kneel and Crouch
- Frequently lift and/or move up to 25 lbs. and occasionally lift and/or move up to 50 lbs.
- Vision abilities required by this job include-near vision, distant vision, color vision, peripheral vision, depth perception and ability to focus. Must meet Snellan 14/18 (20/30) with or without corrected lenses. Must be able to adequately distinguish differentiating colors used in a process.

### **Education Required:**

**Minimum:** Associate's degree or a combination of education and 8 years related job experience

**Preferred:** Bachelor's Degree (BS/BA) in a business or management related field

### **Experience And /Or Capability Required:**

**Minimum:** 2 years of supervisory experience in a manufacturing environment

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**Preferred:** 5-8 years of supervisory experience in a textiles or apparels manufacturing is highly desired

**Contacts with Others:**

- Primary interaction will be with Production Leads and Production Associates
- Regular interaction with the Manufacturing Manager and the Leadership Team
- Casual interaction with Government Representatives
- Establish and maintain good interpersonal relationships and communications with all levels to assure positive employee/management relations

**Responsibility for Confidential Data/Confidentiality:**

- Confidentiality of all privileged information relating to employees, products or management of the company will be maintained

