



## PRODUCTION SUPERVISOR

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<b>DEPARTMENT:</b>	Production	<b>REPORTS TO:</b>	Production Manager
<b>DIVISION:</b>	Cortland	<b>FLSA STATUS:</b>	Exempt
<b>JOB CODE:</b>	7033	<b>EFFECTIVE DATE:</b>	11/08/2021

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### JOB SUMMARY

The Production Supervisor manages, directs and coordinates day-to-day operations on the production floor to ensure projects are on target to meet customer's expectations of quality and delivery.

### QUALIFICATIONS

#### Education/Experience

High School Diploma or General Education Development (GED) / Test Assessing Secondary Completion (TASC) plus minimum three (3) year experience in manufacturing and one (1) year experience in a leadership/lead experience; or equivalent combination of education and life experiences.

College course work, or advanced education is a plus.

#### Knowledge/Skills/Abilities

**Core People Skills.** Ability to positively interact and work collaboratively with a diverse group of people at all levels of the organization. Genuine with high ethical standards and values and personal integrity and honesty. Displays humility and adaptability. Ability to apply a large measure of common sense to a variety of situations. Treats people with respect and inspires the trust of others.

**Communication Skills.** Effective communicator with skills that demonstrate collaboration and cooperation. Ability to speak persuasively in positive or negative situations, listen and obtain clarification, and respond well to questions and challenging comments. Ability to influence and negotiate for mutual benefit.

**Strategic Change Agent.** Courage to make and encourage others to make difficult decisions. Ability to foster commitment to the shared mission and vision of Pyrotek and actively lead in development/execution of strategic goals and objectives related to assigned responsibility. Demonstrated ability to solicit and manage the development of innovative approaches to current and emerging business challenges, while taking into account strategic implications.

**Leadership Skills.** Build a culture of tolerance, acceptance and civility by setting an example to team members. Ability to coach and motivate team members in planning, strategic product management, decision-making, teamwork, and process improvement. Ability to effectively manage team projects to completion according to schedule. Ability to provide regular performance feedback and to write annual performance reviews. Ability to foster attitudes, conditions and environments that guide teams toward excellence and a respectful, positive, transparent and collaborative environment. Ability to develop team member skills and encourage growth, and to foster quality focus including improving product development processes and procedures.

**Computer/Applications Skills.** Working knowledge of Microsoft Office Suite, including Word & Excel. Aptitude to learn and understand Visual Manufacturing (ERP system) software, Synchrono software, and other programs utilized on the job.

**Core Business Skills.** Ability to exercise sound judgement and discretion in handling of proprietary and confidential information. Ability to identify and solve practical problems while dealing with complexity and ambiguity. Gathers and analyzes information carefully and develops alternative solutions. Understands business implications of



decisions and actions. Is cost consciousness and conserves organizational resources. Able to set short-term and long-term goals even when conflicting priorities exist. Demonstrates accuracy and thoroughness with a strong attention to detail. Proactive to find and implement ways to improve processes.

**Analytical Skills.** Ability to use information/data and various metrics to develop an informed and factual business case. Strong financial analytical capabilities for developing profitable strategies. Ability to define problems, collect objective data, establish facts and draw valid conclusions.

**Professional Investment.** Proactively involved with professional and community organizations that promote professional growth and/or enhance Pyrotek's ability to meet and/or exceed goals and objectives.

## **ESSENTIAL FUNCTIONS/RESPONSIBILITIES**

1. Direct and coordinate execution of daily activities of work teams to ensure internal/external customer satisfaction and that customer demands are met. Responsible for efficient flow of error-free products throughout manufacturing operations. Ensure equipment performs by design, process control parameters are met, and lean manufacturing principles are adhered to for manufacturing operations. Manage day-to-day operations and ensure projects are on target and that any missed targets are identified and communicated early in the project.
2. Accurately manage the material request and manufacturing issuing processes to ensure the required raw materials and pass-through finished goods are available and issued to all in-process projects. Determine causes for material variances and implement corrections to improve.
3. Actively and effectively manage the manufacturing tool program to ensure team members have the correct tooling and lifting devices for the application, available when needed, and in working order. Perform daily evaluations to ensure tools are available and stored properly. Make recommendations to purchase additional tooling or replenish missing or damaged tooling as necessary.
4. Drive continuous improvement of safety, quality, delivery, and cost in area of responsibility. Motivate team to develop ideas, then manage and lead improvement implementations.
5. Effectively oversee, provide leadership, direction, motivation, and hands-on management for assigned manufacturing staff. Responsible for team member performance as related to given directives and ongoing team member development activities.
6. Connect with team member regularly to ensure they are knowledgeable of, and comply with, all work policies and procedures. Provide mentorship and discipline when necessary.
7. Promote a culture of accountability through effective people management. Manage and evaluate team members' performance and development plans. Make recommendations on promotions, hiring, and terminations.
8. Work with Planning department to evaluate customer orders and available labor and materials to develop a production plan to meet on-time delivery objectives utilizing available planning tools and lean principles. Make decisions regarding temporary job assignments and overtime requirements.
9. Supervise, coach support, train and develop personnel in assigned area; resolve personnel issues, redirecting complex issues to management and HR in a timely manner; directly manage team members, including assigning and reviewing work, evaluating performance/compensation, resolving grievances, administering disciplinary action, interviewing employment candidates, and effectively recommending hires and terminations in a timely manner.
10. Ensure effective communication of goals, objectives and expectations throughout assigned department/team members. Maintain the cooperation and support of team members company-wide through effective interdepartmental communication. Serve as a role model in areas such as professionalism, service



orientation, agent of change, education, and commitment to organizational goals and objectives.

11. Foster attitudes, conditions and environments that guide your team toward excellence while acting with integrity and ethics aligned with Pyrotek core values. Create a work environment that helps foster tolerance, acceptance and civility and the ability and desire of team members to act in empowered ways. Actively reward / recognize team members to reinforce accomplishments and positive outcomes.
12. Determine the effectiveness of policies, procedures and projects/plans. Take appropriate corrective measures when necessary. Identify new applications, innovations, quality and/or safety improvements and report findings/results to management. Ensure all activities and operations are performed in compliance with federal/national, state/regional and local regulations.
13. Promote positive team member and customer relations by supporting Pyrotek's commitment to a working environment of tolerance, acceptance and civility. Respond appropriately to inquiries, concerns and complaints by being professional, courteous and respectful.
14. Maintain regular, consistent, reliable, punctual and predictable attendance, as required to achieve internal and external customer satisfaction.
15. Actively and positively participate in problem resolution, demonstrating constructive communication, timely response and effective resolution skills. Work effectively within team environments both within your department and across the organization.
16. Cooperate and comply fully with all Pyrotek policies and procedures. Actively support and follow the Pyrotek Safety Program.
17. Participate in company/department meetings, training activities, continuing education programs and other associated activities.
18. Consistently promote and communicate Pyrotek's core values through work performance and excellent customer service.
19. As a member of the management team, promote and ensure compliance with Equal Employment Opportunity and Affirmative Action.
20. Perform other tasks as assigned.

## **PHYSICAL/SENSORY REQUIREMENTS**

*The following physical activities described here are representative of those required by a team member to perform the essential functions of this position. Reasonable accommodation, if feasible, will be made to enable individuals with disabilities to perform the functions of position.*

While performing the duties of this job, the team member is regularly required to talk, hear, and see. This position is moderately active and requires standing, walking, and bending. team members performing this job must be able to wear protective or safety equipment such as safety shoes, hard hat, glasses, and hearing protection.

## **WORKING ENVIRONMENT**

While performing the duties of this job, the team member is frequently exposed to fumes or airborne particles, moving mechanical parts such as overhead cranes, vibration and moving vehicles. The noise level in the work environment and job sites can be loud.



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Team Member's Signature

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Date

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Manager's Signature

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Date