

PRODUCTION SUPERVISOR

DIVISION:		JOB CODE:	7033
LOCATION: Cortland, NY		JOB FUNCTION:	Operations Mgmt.
DEPARTMENT: Fabrication		FLSA STATUS:	Exempt
REPORTS TO: Wissam Altamimi		EFFECTIVE DATE:	08/23/24

JOB SUMMARY

Direct, coordinate and supervise day-to-day production operations by overseeing and ensuring standard operating procedures, organizational policies, and industry regulations. Plan and organize production to meet business orders and performance goals and objectives, maintaining quality and safety standards, appropriate record keeping, and maintenance of equipment and supplies.

QUALIFICATIONS

Education/Experience

High school diploma or GED, plus a minimum of three (3) years of leadership experience in a manufacturing or production environment.

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 and across the globe. 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. Entrepreneurial attitude toward work center excellence.

Communication Skills. Ability to speak clearly and persuasively in positive or negative situations, listen and obtain clarification, and respond well to questions. Proficiency in writing clearly and concisely and editing work for spelling and grammar. Ability to vary writing style to meet business needs.

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, strategy, 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. Proficient MS Office computer skills, including Word, Excel and PowerPoint and Sharepoint. Ability to understand and utilize various machining, production, logistics and drawing software.

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 product strategies. Ability to define problems, collect objective data, establish facts, and draw valid conclusions.

Core Business Skills. Ability to exercise sound judgement and discretion in handling of proprietary and confidential information. Displays willingness to make decisions and work independently, without significant direction and to use resources effectively to “figure it out”. Strong critical thinking skills, judgment and keen attention to detail and accuracy. Ability to work collaboratively within a matrix environment. Exceptional prioritization, time management and organizational skills. Ability to write routine reports and correspondence. Highly organized, detail oriented and self-disciplined.

Technical/Labor Skills. Ability to take precise measurements, safely use hand-operated and power tools, and read and interpret drawings.

Professional Investment. Demonstrated commitment to personal professional development and life-long learning. 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. Demonstrated passion for developing others.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

1. Effectively oversee, motivate and monitor the performance of Team Members on an assigned shift, to include:
 - a) Providing direction to Team Members to effectively meet production goals in a timely and cost-effective manner.
 - b) Thoroughly reviewing production orders and schedules to ascertain product data such as types, quantities, and specifications of products, and reference scheduled delivery dates to verify materials and plan department operations.
 - c) Properly planning production operations, establishing priorities and sequences for manufacturing products.
 - d) Clearly and concisely communicating during work shifts by verbalizing and documenting actions and irregularities and completing production and quality logs.
 - e) Accepting accountability for the organization and production for an assigned shift, and actively recommending and pursuing process improvements.
 - f) Regularly inspecting equipment and reviewing performance reports to ensure optimum utilization, and coordinating maintenance with the Maintenance Department, as needed, to resolve any deficiencies, and to minimize repair costs and prevent operational delays.
 - g) Maintaining accurate inventory by conducting periodic cycle counts, investigated and reconciling variances and inputting data.
 - h) Working collaboratively with facility leadership on developing and/or revising standard operational and working practices and observing Team Members to ensure compliance with standards.
 - i) Keeping direct supervisor informed in a timely manner of all relevant items affecting operations, including absenteeism, injuries/safety issues, equipment/tool issues, disciplinary issues, scheduling, and other items as deemed necessary by management.
2. 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.
3. 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.
4. 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.

5. 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.
6. 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 at all times.
7. Maintain regular, consistent, reliable, punctual, and predictable attendance, as required to achieve internal and external customer satisfaction.
8. 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.
9. Cooperate and comply fully with all Pyrotek policies and procedures. Actively support and follow the Pyrotek Safety Program.

Actively support compliance with all relevant ISO management system standards by engaging all staff to integrate business processes and contribute to the effectiveness of selected ISO management systems. Support staff efforts to continually improve KPIs, ensuring resources and training, and accepting accountability for compliance requirements.

10. Participate in company/department meetings, training activities, continuing education programs and other associated activities.
11. Consistently promote and communicate Pyrotek's core values through work performance and excellent customer service.
12. As a member of the management team, promote and ensure compliance with Equal Employment Opportunity and Affirmative Action.
13. 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.

Must be able to stand for long periods of time, bend and reach, walk, and use hands and fingers to feel and grasp. Ability to lift up to 75 pounds occasionally and up to 25 pounds frequently. Must be able to communicate effectively in English in person and in writing. Effectively use a personal computer, office equipment and telephone. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING ENVIRONMENT

While performing the essential responsibilities of this position, Team Member generally will work in a manufacturing environment with frequent exposure to loud noise, moving mechanical parts, and fumes or airborne particles. Periodic exposure to outdoor environment through open doors. PPE (Personal Protective Equipment) such as approved footwear, respirators, safety glasses/goggles, may be required.



Team Member's Signature

Date