

HARPER INTERNATIONAL

POSITION DESCRIPTION

The Position Description is the tool used by Harper International to communicate and clarify the essential job functions, establish the basis for performance expectations, and identify training needs for each position.

Part I - Reporting Structure

Job Title: Manufacturing Supervisor

Department: Operations

Reports to: VP Operations

Supervises (Positions): Union Employees

Status: Exempt

Date of last revision: March 2016

Part II – Position Objective

Supervise the day-to-day manufacturing activities to meet department priorities while adhering to overall schedules and budgets. Also, act as the main contact to identify manufacturing process problems and recommend improvement for optimum productivity.

Part III – Job Responsibilities

Essential Duties

1. Maintain departmental day-to-day production activities, monitor and prioritize workflow and schedules.
2. Supervise production staff and give technical direction.
3. Detailed production schedule planning (vs macro-planning), metric building and execution of production schedules
4. Develop and coordinate quality control objectives and activities to resolve production problems, maximize product reliability, and minimize cost.
5. Coordinate, train and enforce Safety Policies and procedures
6. Work with management, engineers, and customers to develop new standards for manufacturing processes
7. Maintain effective labor relations & communicate any potential issues to management and/or HR.
8. Ensure employees have proper tools, information, and materials to perform their work assignments. Communicate issues to management as necessary.
9. Assist in hiring, training and reviewing performance of staff.

IV – Knowledge, Skills, Education

1. Education: Bachelor of Science in Industrial Engineering (BSIE) with minimum five years' experience preferred.
2. Engineer to order equipment manufacturing or Job Shop experience preferred
3. Lean Six Sigma training is preferred
4. Need to possess strong critical thinking, problem solving, analyzing, and examining skills to find the best solutions to various situations
5. Ability to present complex information in a clear and concise manner
6. Good technical writing skills

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7. Skilled in Microsoft Office to level of creating professional quality documents
8. Experience with MRP/ERP software (Syteline experience preferred)
9. Experience with Microsoft Project
10. Prioritizing and executing daily work assignments
11. Experience with administration and adherence to a QMS (ISO-9001 preferred)
12. Administration and Management - Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
13. Fabrication and Welding Processes
14. Safety Programs

V- Work Environment

1. Manufacturing environment: Welding, Fabrication, Assembly, Inspection and Testing of high temperature materials processing systems.
2. Union Manufacturing Shop.
3. Regular interfacing with manufacturing facility personnel, production control, purchasing and engineering.
4. Occasional travel to suppliers, subcontractors and customers.

VI - Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must regularly lift and/or move up to 50 pounds. While performing the duties of this job, the employee is regularly required to talk, hear, stoop, kneel, crouch or crawl, and climb or balance. The employee is frequently required to stand, walk, use hands and reach with hands and arms. The employee is occasionally required to sit.