



TITLE: Production Supervisor

REPORTS TO: Plant Manager

General Responsibilities:

This position is responsible for coordinating the day-to-day workflow through the factory departments to ensure on-time shipment of quality product. Responsible for ensuring employee safety through leading by example, the consistent enforcement of safety policies and addressing all raised or observed safety concerns. Responsible for pursuing, participating, and leading the implementation and sustaining of Lean manufacturing principles and continuous improvement activities throughout their departments and the overall factory.

Specific Duties:

- Drive a positive safety culture within the factory and organization by following and applying the Gorbel safety standards and practices
- Exhibit Gorbel core behavioral values at all times including integrity, positive people in a positive environment, extraordinary customer experience, and future oriented
- Lead teams to drive results for the entire factory on key performance metrics on Safety, Quality, Delivery, and Cost
- Manage employee relations issues in a fair and consistent manner including application of established policies and procedures
- Provide on-going training and employee development including cross-training
- Effectively communicate with direct reports, peers, and leadership on a regular basis including safety huddles, company communications, daily huddles, quality reviews, customer feedback, etc.
- Ensure proper staffing and scheduling in place to ensure production goals are met
- Ensure manufacturing processes are followed and actively drive continuous improvement
- Lead root cause investigations, corrective action/preventative action implementations for safety, quality, people and production related issues
- Lead 6S, kaizen, and other continuous improvement activities
- Provide regular vital conversations with frequent reinforcing and redirecting feedback
- Regularly conduct safety, quality, and process audits to ensure positive results and a drive improvements
- Deliver results with a high level of independence and self-motivated behaviors

Minimum Requirements:

- High School Diploma or equivalent required
- Strong organizational, planning, analytical and inter-personal skills



- Ability to communicate (verbal and written) in English
- Ability to utilize Microsoft Windows, Word, Excel, ERP software and other computer software
- Ability to lift and push heavy material up to 50 lbs
- Ability to move about the office and factory workstations
- Demonstrated application of Lean manufacturing
- Must demonstrate excellent people management skills
- Ability to manage project work to completion
- Ability to effectively communicate across the organization including internal customers and suppliers
- Ability to travel domestically as needed, < 10%

Preferred Requirements:

- 5 years minimum manufacturing experience
- 2 years minimum supervisory experience
- Associates degree or higher preferred
- Ability to work off shifts as needed
- Experience leading Lean events: Kaizen, 5S, SMED , CAPA, DMAIC, etc.
- Advanced Excel skills for data analysis and report generation
- Strong presentation skills for communicating across all levels of the organization and across shifts

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