

## **DUDEK & BOCK 1<sup>st</sup> SHIFT PRODUCTION SUPERVISOR**

The 1st Shift Production Supervisor oversees and coordinates the workflow of approximately 50 union employees in a dynamic, ever-changing, customer-focused manufacturing environment and provides efficient primary, secondary, and/or inside production operations. The supervisor applies continuous improvements to operation and ensures optimum productivity levels of high quality parts in a cost-effective manner that meets or exceeds quoted standards and delivery schedules. This position actively supports the Company's mission statement, strategic goals, and objectives.

### **Essential Duties and Responsibilities:**

- Responsible for directing, training, and evaluating employees assigned to area(s) of responsibility.
- Actively seeks to build positive working relationships with employees and other staff while building trust and teamwork among subordinates.
- Determines work procedures and implements agreed-upon production schedules.
- Verifies employee labor productivity using EPICOR application, routings, and container ID tags to insure correct production and identification of parts through the system.
- Verifies and approves employee time cards and tracks employee attendance.
- Communicates all changes involving employee status to the Human Resource Dept.
- Identifies training needs of employees and implements plans for cross-training employees to assure adequate skill levels are maintained.
- Reviews SPC charts, audit sheets, and other processes to verify quality requirements are met and ensures employees understand and utilize all quality inspection procedures required as part of their jobs.
- Works with other departments and cross-functional staff to apply continuous improvement techniques to address and resolve root causes to quality and productivity problems.
- Applies continuous improvement techniques to identify and implement process improvements and cost reductions, including but not limited to: on time delivery, improved machine and labor efficiencies, set-up time reduction, waste reduction, etc.
- Ensures preventative maintenance is performed on equipment and initiates tool repair work order forms and maintenance requests as needed.
- Trains employees on all safety requirements and ensures compliance to all safety rules and regulations that apply to employees, work environment, and equipment in assigned areas of responsibility.
- Conducts safety audits to ensure good housekeeping and safety procedures are consistently followed.
- Performs miscellaneous duties as assigned.

**Skills/Knowledge Required:**

- Working knowledge of production processes and equipment operation.
- Ability to read, write, and speak English fluently.
- Working knowledge of shop math.
- Ability to read blue prints and utilize measuring tools such as calipers, micrometers, and comparators.
- Must have knowledge of SPC, and continuous improvement tools and approach.
- Strong human relations and communication skills with the ability to build a team-oriented environment with a high level of employee interaction and involvement.
- Solid planning and organizational skills.
- Knowledge of OSHA and other safety requirements applicable to job.
- Computer-literate with understanding and application of computer systems applicable to job.
- Bilingual in Spanish or Polish preferred.

**Education Required:**

- Associate Degree or Technical Degree in metal trades or related field helpful but not required.
- Lean Manufacturing, Green Belt Certification a plus.

**Experience Required:**

- Minimum of 3 years supervisory and management experience in a true manufacturing environment.
- Experience working under ISO/TS 16949:2014, ISO 14000.
- Metal Fabrication experience helpful.
- Spring manufacturing experience preferred.