

**Job Description:** Production Supervisor – Bowling Green, OH Location

**Reports to** KES Plant Manager

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**Summary:** The Supervisor is responsible for ensuring that production requirements are met, appropriate staffing levels are maintained, employee relations are good, and a safe/clean work environment is maintained. This position will plan, direct, coordinate and control production activities to achieve established management goals. This position also leads, trains, develops, and mentors all assigned team members. Coordinates manufacturing activities with all other functions of the organization to obtain optimum production and utilization of human resources, machines, and equipment.

**Essential Duties and Responsibilities:** Including but not limited to the following:

- Review scheduling with Plant Manager and Waterville Supervisor to determine the required time needed to complete a project and adhere to the timeline throughout the project until completion.
- Create and oversee the job schedule starting from day-1 to the finish of project. Example, how many guys are needed and who would be the best fit for completing these items in a timely manner to maintain the schedule. Frequent up-dates will be given to the Plant Manager and Waterville Plant Supervisor through weekly conf calls, meetings, visits, email.
- Organize all manufactured and purchase parts along with the purchased equipment for installation of systems.
- Confirm punch list items are up to date so that engineering can continue to test with minimal down time.
- Collaborate with the Safety Coordinator to confirm all employees are trained and following proper safety protocols i.e., lock-out / tag-out etc. Ensure that all employees are working in a safe manner and always follow plant safety rules.
- Responsible for standards training of current and new employees. Simulate process from the Waterville facility.
- Provide process improvement ideas for the BG plant. For example, installation & quality control check lists, new tools for the set-up team to help with inefficiencies, ways to make the company more profitable, safety, etc....
- Ability to lead teams with Passion, Character, Humility, Understanding, Vision and Ambition so the team can perform to the best of their ability, lead by example.
- Capability to effectively set and communicate clear expectations and directives to the team.
- Assist the Plant Manager with job performance evaluations of shop employees / recommendations for merit or disciplinary actions.
- The Supervisor will also be expected to help perform some of the work needed to complete projects when time is short, and deadlines are in jeopardy. Overtime will be needed for this position.
- Strong interpersonal skills: able to motivate and inspire the people around you.
- The Supervisor will report directly to the Plant Manager and will work very close with the Waterville Supervisor.
- Responsible for approval of time sheets and vacations of BG employees.
- Responsible for good housekeeping and maintenance of both equipment and building.

**Documentation:**

1. Collaborate with other departments to facilitate the completion of components for the project.
2. Ensure that all activity related to the project is documented accurately. Timecards, rework, revisions, material requisitions, and material returns.
3. Consult with engineering staff to resolve any problems and to suggest changes for future units.

**Qualification Requirements:**

To perform job successfully, an individual must be able to perform each of the duties satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

High school diploma or general education degree (GED); and/or 10 years related industry experience or an equivalent combination of education and experience. Supervisor experience preferred.

**Language Skills:**

Ability to read and comprehend verbal/written instructions, provide effective correspondence, and memos. Ability to effectively present information in one-on-one and small group situations to customers, vendors, and employees of the organization.

**Mathematical Skills:**

Ability to work with mathematical concepts. Apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**Reasoning Ability:**

Capability to solve practical problems and deal with a variety of concrete variables in situations where only limited information exists. Aptitude to interpret a variety of instructions in written, oral, diagram or schedule form.

**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.

While performing the duties of this job, the employee is regularly required to stand and/or walk for long periods of time, as well as, stoop, kneel, crouch, or crawl. The employee must be able to use industrial powered and non-powered tools. Lift/push or pull up to 50 pounds.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee regularly works near moving mechanical parts and forklifts. As a manufacturing facility an employee is exposed to occasional plant/building vibration, as well as occasional increases in noise and airborne particles. The company has PPE available to all employees.

**Comments:**

Must have a valid driver's license.