



Production Supervisor

Job Description:

The Production Supervisor supervises the activities of the team, providing direct production floor leadership to manufacturing personnel (Electro-Mechanical Technicians, NPD Technicians and Assemblers) ("Team") in support of cost, quality and schedule requirements necessary to meet customer expectations and company objectives. Provision and leadership for management and security of all WIP inventories, and cost/schedule effective shipping of finish goods and parts. In addition to production related tasks, Production Supervisor will work with design engineers and scientists concerning the development, installation, operation, commercialization and manufacturability of laser, optical and electronic/electrical/electro-mechanical systems.

Responsibilities:

- Directly supervises and oversees the day-to-day operations of the production group. Assigns, monitors and reviews the progress, accuracy and quality of work; ensures the consistent application of organization policies
- Responsible for performance and reporting of metrics and service parameters for the Team
- Responsible for defining and clearly communicating Team customer and supplier expectations, and service level of Team to meet internal and external customer needs
- Communicating production status, part shortages, interruptions, delays and stoppages encountered to internal customers and manufacturing leadership
- Capacity planning and scheduling for the Team to ensure ongoing service levels and daily coverage Work closely with inventory planning, purchasing to ensure adequate supply for continuous flow manufacturing.
- Cleanroom manufacturing practices and promoting clean, organized workspace for team, 6S activities as appropriate. Works regularly in a Class 100/1000 cleanroom environment
- Schedules, Builds, documents, and qualifies prototype in cooperation with Engineering and Manufacturing; trains technicians on assembly of new products, and supporting to full commercial release
- Develops and prepares procedures for use within the company, include Engineering Change Notices and Requests, work instructions, and other documentation.
- Work with Manufacturing Engineering and New Product Development to coordinate smooth engineer change notice implementation and new product production by Team
- Conducts performance evaluations and provides input to management regarding individual team member performance; recommends salary adjustments; recommends, schedules and approves overtime; takes disciplinary action, handles unusual inquiries/situations. Training of

key responsibilities and processes; personnel development of skills and cross-training within Team

Competency/Experience:

- B.S./B.A. highly desired; Associate's degree with a minimum of 5 years of related experience
- Experience with Shopvue