

Production Supervisor

Job Description:

The Production Supervisor supervises the activities of the Integration and NPD 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 to assure smooth workflow; assigns, monitors and reviews the progress, accuracy and quality of assigned work; ensures the consistent application of organization policies
- Communicates and/or interprets overall organizational directives and applies them to Team and individual objectives; estimates personnel needs and ensures adequate staffing in order to meet production requirements
- 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
- Teambuilding exercises and activities
- 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 of right materials in the right place at the right time for Team success
- Shopvue labor tracking and standards for responsible assemblies
- Workstation, space planning and tools/equipment calibrations and maintenance
- Cleanroom manufacturing practices and promoting clean, organized workspace for team, 6S activities as appropriate.
- Promote a safe and effective work environment and practices
- Responsible for outgoing quality and financial performance of team
- Work with Manufacturing Engineering, New Product Development to coordinate smooth ECN implementation and new product production by Team
- Embrace "Known Good Marked Good Clean" practices for all Team production assemblies and outputs
- Training of key responsibilities and processes; personnel development of skills and cross-training within Team
- Personal development of leadership skills through mentorship with Manufacturing Manager
- Embrace vision of strong team culture by working closely with Team members, other team supervisors and manufacturing leadership
- Acts as liaison, representing the Team in general, interfacing with the rest of the organization; identifies problems and notifies appropriate personnel

- Monitors the effectiveness of systems, policies and procedures and makes appropriate recommendations to ensure daily operations are efficient; implements approved changes
- Conducts performance evaluations and provides input to management regarding individual team member performance; recommends salary adjustments; recommends, schedules and approves overtime; takes disciplinary action, as necessary; handles unusual or difficult inquiries/situations through direct personal action or refers the inquiry/situation to the appropriate individual
- Attends technical and design review meetings initiated by Engineering and/or Manufacturing Engineering, and providing continuous feedback on the manufacturability and technical feasibility questions that arise in relation to new product development efforts
- Schedules, Builds, documents, and qualifies prototype and/or pre-release equipment in cooperation with Engineering and/or Manufacturing Engineering; trains Technicians on the assembly and qualification of newly released products, and otherwise supporting the hand-off of such products to full commercial release
- Develops and prepares procedures for use within the company when required, and prepares Engineering Change Notices and Requests, work instructions, and other documentation when required.
- Works regularly in a Class 100/1000 cleanroom environment

Competency/Experience:

Bachelor's degree (B.S./B.A.) from a four-year college or university highly desired; Associate's degree (A.A.) or equivalent from two-year college or technical school may be acceptable when combined with a minimum of five years of related experience; or equivalent combination of education and experience.