Job Title: Manufacturing Supervisor I
FLSA Status: Exempt
EEO Category: First Level Supervisor/Manager
Management Level Position: ☒ **Yes** ☐ **No**
Reports to: Production Manager or Operations Director
Department or Division: Manufacturing
Job Description Effective Date: 02/28/23

POSITION DESCRIPTION:

The Manufacturing Supervisor I supervises operations and production of medical devices to ensure the safe, timely, and quality completion of all production work by effectively utilizing people, equipment and materials to meet company standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supervises the department's day to day operations.
- Ensures that employees follow department work instructions and adhere to customer and industry standards for dental product.
- Supervises employee activities including evaluation and overall performance management, training and development, initiating or suggesting plans to motivate workers to achieve goals, and effective communication with associates.
- Understands and drives manufacturing philosophy of Safety (number 1), Quality and Delivery.
- Understands the product manufacturing process from initial steps through final inspection.
- Assures company assets (equipment and material) are used and maintained appropriately and employees promptly report Non-Conforming material (NCR) and/or equipment issues.
- Establishes or adjusts work procedures to meet production schedules and goals.
- Makes recommendations to management to improve production methods, equipment performance, overall work quality, working conditions, and use of equipment.
- Coordinates time and production records and ensures that job assignments are clearly communicated to employees in the department.
- Coordinates maintenance activities with department requirements and schedules.
- Assists employees with diagnosing malfunctions in machinery and equipment and alerts maintenance and management of problems with equipment.
- Assures the accurate and timely reporting of various records which may including time sheets, production reports, rework reports, check sheets, employee job transfers, etc.
- Coordinates and collaborates with other departments in establishing and carrying out responsibilities.
- Maintains safe working conditions in assigned area by continually working on safety awareness with associates and enforcing safety regulations.
- Develops high performing work teams and appropriate performance monitoring systems.
- Motivates and coaches employees by assessing employee performance and providing helpful feedback and training opportunities.
- Delegates tasks and manages progress to ensure successful completion of department objectives.

- Creates and reinforces a culture of teamwork and actively resolves conflicts within the team.
- Manages proactively by holding regular 1on1s and team meetings to ensure open lines of communication and professional development for direct reports.
- Other duties as assigned.

EXPERIENCE & QUALIFICATIONS:

- High School (HS) diploma required or equivalent.
- One plus years of supervisory experience in a high-volume, low automation assembly or light manufacturing environment.
- One plus years of people management experience preferably supervising teams of 10+ employees.
- Experience leading people through coaching, utilizing the employee performance tool, hiring and onboarding.
- Motivates and coaches employees by assessing employee performance and providing helpful feedback and training opportunities.
- Delegates tasks and manages progress to ensure successful completion of department objectives.
- Manufacturing certification or related training preferred.
- Proficient in MS Office (Word, Excel, Outlook, PowerPoint).
- Experience with an ERP computer program is a plus.
- Excellent communication skills both verbal and written.
- Problem solving capabilities.
- Passionate about industry and desire to contribute where needed.
- Schedule adherence and dependability.
- Ability to meet tight deadlines and meet production goals.
- Ability to follow detailed directions in a manufacturing Good Manufacturing Practices (GMP) environment is required.
- Ability to learn technical concepts by reading work instructions and standard operating procedures, and completing on-the-job training.
- Knowledge of cGMP regulations ISO 13485, 21CFR Part 820, CMDR SOR/98-282, 93/42/EEC, RDC 16 2013, MHLW MO 169 and TG(MD)R Sch3 preferred.

Personal Protective Equipment Required ☒ Yes ☐ No
If Yes Describe: Depending on department: Eye Protection, Gloves

PHYSICAL REQUIREMENTS, ENVIRONMENT & WORKING CONDITIONS			
Description	**Regularly**	**Frequently**	**Occasionally**
Sitting		**X**	
Standing	**X**		
Walking		**X**	
Climbing/Balancing			**X**
Reaching-with arms & hands		**X**	
Stooping/Kneeling/Crouching/Crawling			**X**

Talking	**X**		
Hearing	**X**		
Feeling/Touching		**X**	
Vision-Close, Peripheral, Depth, Ability to Adjust Focus	**X**		
Light to moderate lifting (50lbs or less)	**X**		
Moderate to Heavy Lifting (more than 50lbs)			**X**
Travel Required			**X**

Environment & Working Conditions	Applicable
Loud noise level	X
Overtime	X
Working in a factory environment	X
Ability to work in a confined area	X
Ability to sit at a computer for an extended period of time	X
Exposure to airborne powder (non-toxic)	X
Work near moving mechanical parts	X
Ability to sit and work on one machine for an extended period of time	X
Ability to stand for an extended Period of Time	X

The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. An employee may be directed to perform job-related tasks other than those specifically present in this description.

Change History

Version	Date of Change	Change Description
1	10/18/2018	Initial Release
2	10/1/2019	Header and Footer, removed signature line, JD effective date