

**Job Title:** Production Supervisor**FLSA TYPE:** Nonexempt (Hourly)**Reports To:** Plant Manager**Department:** Production

**Summary:** Outstanding Safety Record, Attendance, and fully functional Operator skills including but not limited to the following.

**Essential Duties and Responsibilities** include, but are not limited to the following:

This position will be required to comply with Paragon Document Control Procedures and may have additional responsibilities as defined the Department Manager.

- Enforce safety and sanitation regulations.
- Direct and coordinate the activities of employees engaged in the production or processing of goods, such as inspectors, machine setters, and fabricators.
- Assuring all activities follow compliance to Environmental Regulations as applicable to work assignments/tasks.
- Confer with other supervisors to coordinate operations and activities within or between departments.
- Plan and establish work schedules, assignments, and production sequences to meet production goals.
- Positive Attitude keeping a positive outlook and being respectful of others
- Keep records of employees' attendance and hours worked
- Communication with all team members that is clear, timely and respectful
- Maintain a positive attitude including during challenging circumstances; support others to do the same
- Train all direct reports personnel to use Plex downtime reporting, you will be responsible to ensure this is recorded accurately
- Make hourly rounds to all work centers to verify Plex control plan checks are being completed and production targets are being met, if they are not action must be taken and/or follow escalation plan
- Observe work and monitor gauges, dials, and other indicators to ensure that operators conform to production or processing standards.
- Interpret specifications, blueprints, job orders, and company policies and procedures for workers.

### **Competency and Qualifications**

To perform the job successfully, an individual should demonstrate the following competencies. The requirements listed below are representative of the knowledge, skill, and/or ability required:

- Ability to get along with others
- Speak clearly and thoroughly while working with co-workers
- Excellent attendance is required to perform this job
- Ability to listen and follow verbal instructions as well as reading and following written control plans or quality alerts to meet production requirements
- Intermediate shop math, with a knowledge of the practical application of basic machining process, and a thorough understanding of manufacturing processes, and equipment required within the work cell (in example use of robot-Pick-n-place).
- Strong knowledge of robots, including trouble-shooting and teaching positions
- Understanding and Practical Experience with Paragon related Equipment, Metrology, and Processes

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. *To assure safety requirements are met, individuals must be able to complete required drug/alcohol screening with clear results; and have the regular ability to remain awake and alert.*

**Education/Experience:**

Min. Requirements:

- GED or High School Diploma
- Primary language is English requires proficiency both verbal and written.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems in a professional manner.
- Reasoning ability must be consistent with established company policies and procedures.
- Regular access to reliable transportation; a valid driver's license

**Occupational Demands:** This is a production area-based position requiring work within the facility in the production cell environment. Requires capacity to stand for extended periods of time, with occasional bending, lifting and/or twisting to complete routine tasks as needed. Work throughout the shift includes repetitive upper body, arm/hand/wrist movements to complete routine tasks. Successful incumbent will be able to accomplish the essential functions of the job meeting the occupational demands with/without reasonable accommodation.