

**Job ID:** **RK052311A**  
**Job Title:** Production Supervisor  
**Degree Requirements:** Associates Degree in Engineering or Technical Discipline  
**Years of Experience:** 4  
**Type of Position:** Direct Hire  
**Location:** North Central PA  
**Salary:** \$50K  
**Travel Required:** Less than 10%

**IMMEDIATE NEED** in North Central Pennsylvania for a Production Supervisor who has an Associate's Degree in Engineering or a Technical Discipline. Relocation assistance is budgeted for this position.

The **MUST HAVE ITEMS** for this position are:

- Associate's degree (A. A.) in Engineering or Technical Discipline or equivalent from two-year college or technical school; or a minimum of six months related experience and / or training; or equivalent combination of education and experience
- Prior Supervisory experience in a manufacturing environment
- 4 years work experience
- Expertise with CNC Machining
- Availability to work rotating shifts ( first and second )
- High degree of proficiency in the use of SAP, ShopVue & MS Office
- Knowledge of blueprint reading, CNC programming & machine operation

**PLUSSES** in this position are:

- Knowledge of shop floor procedures

**THE RESPONSIBILITIES** of this position include but are not limited to:

- Excellent organizational skills with the ability to prioritize & manage a large workload efficiently
- Ability to communicate with individuals at all levels of the organization demonstrating both written & verbal communications skills
- Oversee activities of production staff & multiple operations in a union environment
- Prioritize & schedule workflow meeting predetermined goals regarding production, delivery, quality, safety & costs
- Administer policies & procedures ensuring a safe & compliant operating environment
- Must supervise all 1<sup>st</sup> and 2<sup>nd</sup> shift production employees ( 55 people ) in the Lathe & Finishing Department
- Supervisor is required to participate actively in 5S Audits, Kaizan, Green Belt Projects and Safety Sweeps
- Interpret & implement collective bargaining agreement
- Adhere to labor laws
- Understand OSHA & DEP ( Department of Environmental Protection ) regulations
- Actively participate in the ISO program
- Supervise assigned operations on the shift according following established manufacturing specifications within production schedules cooperating with other departments to assuring proper product flow
- Communicate with his / her supervisor on issues concerning production, schedules, quality or scrap problems
- Safe guard company property & see that all tools & equipment are in good operating condition
- Maintain work areas in a neat, orderly and safe manner
- Support & participate in the TPM ( Total Productive Maintenance ) process
- Analyze & resolve work problems as well as assist workers in solving work problems
- Interpret company policies for workers and enforces safety regulations
- Establish or adjust work procedures meeting production schedules

- Gather, compute, record, & compile data for production, cost, quality, maintenance, near miss or accident reports
- Recommend measures to improve production methodology, equipment performance & quality of product
- Suggests changes in working conditions & use of equipment to increase efficiency of department or work crew
- Initiates or suggests plans to motivate workers to achieve work goals
- Utilize training & education to manage & coordinate all the activities in assigned department

#### **WORK ENVIRONMENT**

- Frequently exposed to moving mechanical parts, high, precarious places; fumes or airborne particles; & outside weather conditions
- May be occasionally exposed to toxic or caustic chemicals, risk of electrical shock, & vibration
- Noise level in the work environment is usually loud

If you meet these requirements and wish to be considered for this position, send your résumé to us using Word 97 -2003 at [Resumes@PinnaclePlacementGroup.com](mailto:Resumes@PinnaclePlacementGroup.com) mentioning the **Job ID** and the **Job Title** in the subject line of your email.

**In your email or cover letter, please provide us a short narrative detailing your experience and expertise as it applies to this position.**

**KEY WORDS:** CNC, computer numerical control, production supervisor, SAP, ShopVue, union shop, OSHA, DEP, Department of Environmental Protection, ISO, TPM, Total Productive Maintenance, scheduling, scrap management, safety, collective bargaining, 5S Audits, Kaizan, Green Belt, Black Belt, Six Sigma, Safety Sweep, LEAN, lathe, finishing