

Date: October 2018

Job Title:	Production Supervisor
Reports To:	Director of Operations
Position Objective: This job position is responsible for supporting the manufacturing of products through the supervision of production personnel. Works with the floor personnel to identify and resolve production related issues. Ensures that quality and efficiency measures are met and coordinates scheduling and production of the product. Responsible for identifying and implementing continuous improvement projects.	

Results Expected:

- Works with the plant management to determine key constraints for the production lines and determine the resolution of these constraints. Notifies and communicates with other departments when necessary, if the constraints will inhibit our customer expectations in regards to quality or expected delivery.
- Coach, develop and train employees for specific tasks. Outlines expectations to employees and documents employee issues when these expectations are not met or exceeded. Responsible for discipline of employees if necessary.
- Responsible for ensuring employee safety. Completes daily safety check in the production areas. Responsible for first aid when required. Documents accidents, and practices due diligence on any safety related issue. Develops and implements safety practices and policies to ensure employee safety.
- Assist with identification and implementation of product design improvements to minimize manufacturing and material costs, while maintaining product.
- Responsible for the accurate generation of production related reports. Create daily targets for production based on the schedules. Report scrap as per the appropriate procedures. Complete accurate attendance reports, and communicate any attendance related issue to personnel.
- Participate in the short and long term planning for the production lines with regard to organization, resource requirements and technology. Ensure that crew plans determined for the Master Planner will meet the production requirements.
- Monitors and enforces good housekeeping practices.
- Adhere to company policies.
- Other related duties.

Education/Special Skills:

- Grade 12 Diploma or GED
- 5+ years of Supervisor Experience in a manufacturing environment
- Advanced knowledge and skills in problem solving, critical thinking, decision making, job task planning and organizing
- Good communication skills
- Knowledge of Dashwood Product and/or windows and doors and asset
- Good understanding of delivery system
- General understanding of order processing systems
- Engineering experience an asset
- Working knowledge of Microsoft Office Applications

Send resumes to:

hresources@dashwood.com

or fax to 519-228-2076