

2nd Shift Production Supervisor

Location: Milwaukee, WI

Term of employment: Regular

Type of employment: Full Time

Start date of this position: Immediate

Education (minimum): High School or Equivalent

Experience level (minimum): 2-5 Years

Duties

- Studies production schedules and estimates worker hour requirements for completion of job assignment.
- Interprets, enforces and supports company procedures and policies, assists in maintaining the safety program and enforces a safe and healthful work environment.
- Responsible for accident investigation for accidents which occurred in his/her department.
- Interprets specifications, drawings, prints and job orders to workers, and assigns duties.
- Establishes or adjusts work procedures to meet production schedules.
- Recommends measures to improve production methods, equipment performance, and quality of product.
- Suggests changes in working conditions and use of equipment to increase efficiency of shop, department, or work crew.
- Analyzes and resolves work problems, or assists workers in solving work problems.
- Initiates or suggests plans to motivate workers to achieve work goals.
- Maintains time and production records.
- Estimates, requisitions, and inspects materials.
- Confers with other supervisors to coordinate activities of individual departments.
- Sets up machines and equipment.
- Reports machine and equipment malfunctions to maintenance personnel.
- Performs activities of workers supervised.
- Directly supervises 1 to 30 employees in the Box Shop. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Responsibilities include training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Spanish Speaking a PLUS!