



Position: 2nd Shift Production Supervisor

GENERAL INFORMATION

Reports to:

<u>Department</u> Manufacturing		<u>Work Location</u> Bridgeport, MI	<u>Posting Date</u> 12.1.20
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GENERAL SUMMARY

This position is accountable for providing guidance and leadership to identified manufacturing operations in ensuring the production of quality products made on-time, in the right quantity and in a cost-efficient manner in support of GLE manufacturing strategic objectives.

PRINCIPLE DUTIES AND RESPONSIBILITIES (ESSENTIAL FUNCTIONS)

1. Oversee daily management people, processes and tools needed for manufacturing products.
2. Initiate and facilitate area process improvements in support of Business objectives.
3. Supports and drives culture of continuous improvement and lean within business and teams.
4. Analyze department workload and schedule requirements to develop execution plans, including manning and support personnel requirements and resource planning.
5. Communicate objectives, status and other issues as necessary
6. Acts as technical resource in areas of responsibility
7. Ethically protect company resources and best interest.
8. Supports and enforces safety procedures to assure a clean, safe work environment is promoted and maintained.
9. Manage resources in support of cost and quality objectives
10. Develop and maintain positive employee relations.

JOB SPECIFICATIONS

1. 3-5 years' experience in a precision machining, job shop environment
2. Associate or Bachelor's degree in management or engineering preferred.
3. Routing or processing experience for grinding and EDM machines
4. Ability to inspect machined parts to .00005 inch
5. Flexible availability due to potential of working off-shifts and weekends
6. Training in formal problem-solving processes and tools
7. Ability to read and interpret product design prints
8. Experience in using lean tools such as 5-S, Kaizen, and value stream mapping.
9. Experience with change management
10. Computer skill in the use of Word, Excel and Power Point

WORKING CONDITIONS

Normal manufacturing environment in closed facility. Personal protection equipment recommended and/or required depending on working area (safety glasses w/side shields, etc.).

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

QUALITY

Quality encompasses all aspects of GLE's business, and every employee shares the responsibility to prevent the occurrence of any nonconformity relating to product, process and the quality system. All employees have an obligation to identify and record any such nonconformity, and, through designated channels, initiate and recommend solutions.

GLE IS AN EQUAL OPPORTUNITY EMPLOYER

Please apply by submitting a resume to Careers@GLE-Precision.com.