



The Goal of Metalumen Manufacturing is to become the leading manufacturer of architectural lighting products in North America. We deal honestly and fairly with our customers and fellow employees. We will endeavor to provide the highest levels of quality throughout design and manufacturing. Outstanding customer service and reliability are essential in all actions of the employees of this organization. We will create and maintain a learning and educational environment by focusing on service. We will be inventive in our process.

Position Title: Production Supervisor

Department: As Required

Reports to: Operations Manager

Job Summary:

Production Supervisors are responsible for consistent and ongoing enforcement of management systems, ensuring the performance of output to specified levels. The Production Supervisor is accountable for developing a daily production plan, directing activities within own department and coordinating activities/work flow with other Supervisor(s) and Lead Hands, to achieve Company objectives, at the lowest possible cost at the quality level set out by the Company.

This role will start as a succession plan/backfill role to the current roles in place – filling in for vacations, working on projects with current supervisors, and moving into a main supervisory role as retirements occur.

Specific Responsibilities:

- Ensure safe-working procedures, good housekeeping practices and all company policies are followed
- Exercise supervisory control, leadership and direction over daily production activities
- Ensure the work instructions are followed and that operators are trained appropriately
- Ensure plant production standards are met – where it is not met, action plans must be created to get back on schedule
- Development and implementation of daily production plan to optimize available resources and achieve scheduled production goals in the most efficient and effective manner
- Perform root cause analysis to understand any variances between planned and actual output
- Responsible for performance management of the plant personnel through timely performance appraisals, training, effective discipline, timely feedback to concerns and/or questions
- Active member of daily production meetings
- Contribute to the Continuous Improvement process by working with department to identify opportunities and following through on implementation and measurement
- Champion the Company Vision and contribute to a productive, positive and professional employee relations culture
- Perform various other duties as required by management



Skills and Competencies

- Demonstrated performance and leadership qualities
- Ability to relate/communicate well with people at all levels
- Hold ownership and accountability for own decisions and actions
- Ability to interpret blueprints and measurements on design drawings and competency with measuring tools to verify
- Must have strong mathematical, planning and organizational skills
- Recognition of diversity and ability to treat others with respect avoiding unnecessary conflict
- Energetic, innovative and able to share new ideas to continuously improve the process
- Show initiative by undertaking additional responsibilities and respond to situations as they arise

Work Experience and Requirements:

- Minimum 3 years experience working in manufacturing plant as a Supervisor or Lead Hand
- College or University degree or equivalent experience
- Understanding of 5S and Lean Manufacturing
- First-Aid Training
- Experience with Microsoft Office tools and ERP systems