Production Supervisor Job description

* To liaise with sales, engineering and quality to keep production going when issues arise.
* To create a plan of action regarding production and how to achieve targets set by Directors.
* To look ahead and highlight any jobs that may require the attention of the quality or design departments and ensure they are dealt with in a timely manner.
* To look ahead and ensure jobs are started with enough time to complete and report any possible delays/problems to the directors.
* To ensure the correct staff are selected to perform various processes required to complete works, and that staff have adequate training and experience to complete the job in hand.
* To ensure that staff are provided with the correct tools and equipment to complete a job.
* To ensure that staff have access to appropriate PPE and first aid facilities, and that the equipment is maintained. The production manager cannot insist that you commence any job in which you feel un-safe or un-sure.
* To monitor the performance of staff to ensure times are adhered to and keep work flowing efficiently.
* To organise overtime or split shift patterns when there is a lot of work to complete, and ensure overtime is only available when needed.
* To monitor and ensure that staff clock in and out at the correct time in any given shift.
* To work together with the quality department to ensure that as much as possible is done to ensure that the work completed is on time and to specification.
* To ensure that job descriptions are adhered to and that staff are aware of their responsibilities regarding the work they are undertaking. And to ensure the staff are adequately trained and aware of their job descriptions and responsibilities.
* To move staff around to alleviate bottle necks in production.
* To coordinate customer orders that require different processes on multiple items.
* To deal with staff issues and grievance’s and resolve any conflict between staff on the shop floor.