

Department Supervisor

Position Profile

Position Purpose and Summary:

The Department Supervisor is responsible for supervising employees in a production or distribution department. This position plans and assigns work, ensures company policies and procedures are implemented, and recommends improvements in production and distribution operating procedures, quality, equipment, and working conditions.

Typical Positions

- Department Supervisor Distribution
- Department Supervisor Lamination
- Department Supervisor Machining
- Department Supervisor Packing

Key Accountabilities:

Department Supervision

- Ensures that department machines, work centers resources are set up and ready to go when the shift starts and informs the production manager of any issues.
- Ensures that all quality control inspections and procedures are carried out in accordance with defined quality standards.
- Balances quality, productivity, safety, and morale to achieve positive results in all areas.
- Coordinates smooth and efficient changeovers limiting downtime.
- Participates in continuous improvement activities and teamwork.
- Manages departmental performance measures, including visual controls and provides regular progress reports to production manager.
- Follows the company's rules and procedures regarding behavior, quality, health, and safety.
- Provides mentorship, leadership and training to department employees.
- Maintains safe and clean work environment and ensures that routine preventative maintenance is carried out as per schedule.
- Participates in Continuous Improvement activity and teamwork.
- Promotes the company culture and strategic goals with all staff.
- Follows and enforces the company's rules and procedures regarding behavior, quality, health, and safety.

The People:

Reports to the Production/Distribution Manager

Direct Reports: Department Employees

The Place:

- Based out of Prepac's Whitsett NC, location.

Success Measures:

Department Supervisor Distribution

- *On-time shipping and efficiency* - for all orders as set out in the daily picking schedule.
- *Picking & shipping accuracy* – all products picked and shipped correctly.
- *Safety* – All safety policies, procedures and policies are taught through various training / tool box talk sessions, are acknowledged and followed without exception. Creates a culture of safety and ensures that every Prepac associate feels that safety is #1 within the company
- *Culture* – There is a culture of respect, hard work, integrity, team work and safety first. Through active coaching and mentorship, drives a culture of “can do” and getting the job done

Department Supervisor Production (Lamination, Machining & Packing)

- *On-time production* - of all orders as set out in the production schedule
- *Meeting Quality Standards* – all product produced meet or exceed the standards as set out in Prepac Quality Standards
- *Safety* – All safety policies, procedures and policies are taught through various training/tool box talk sessions, are acknowledged and followed without exception. Creates a culture of safety and ensures that every Prepac associate feels that safety is #1 within the company
- *Culture* – There is a culture of respect, hard work, integrity, team work and safety first. Through active coaching and mentorship, drives a culture of “can do” and getting the job done

Qualifications/ Requirements:

Technical Literacy

- Excellent verbal and written communication skills.
- Intermediate computer and math skills are essential.
- Ability to read part drawings and accurately use metric measuring tools (tape measure, vernier calipers and micrometer).
- Excellent analytical problem-solving ability and good understanding of equipment operation and function.
- Hands on motivated leader with ability to make decisions and lead by example.

Physical requirement and Environment

- Continuous, fast paced lifting, pulling, and pushing material averaging 15 - 20 lbs. Maximum lifting 50 lbs. occasionally.
- The work requires standing and walking during working hours.
- Well-lit, clean, well ventilated, in-door work area with minimal dust exposure
- Working in noisy environment up to 80dB(A)
- Flexibility and ability to work in shiftwork will be required