



**BUILDING VALUE SINCE 1906**

**Job Title:** Manufacturing Supervisor  
**Location:** Durant, Oklahoma

### **SUMMARY:**

The Manufacturing Supervisor is responsible for the on time assembly and shipment of various stainless steel washroom accessories, meeting predetermined labor cost parameters and company standards for safety and quality. Develop and support the manufacturing process. Responsible for creating and refining processes in order to improve manufacturing safety, quality, and productivity. Professional technical representative for Manufacturing to other departments, and outside entities, regarding technical issues. Additionally, to improve productivity and effect cost reductions in the manufacturing of Bobrick products while maintaining high standards of safety and quality.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Plans, directs and coordinates manufacturing projects in industrial plant. Develops, evaluates, documents, and improves manufacturing methods, utilizes technical knowledge of Bobrick products, analytical skills, reason and logic.
- Observes workers operating equipment or performing tasks to determine time involved. Analyzes data to establish standard production rates, estimate costs, and improve efficiency. Prepares charts, graphs, and diagrams to illustrate workflow, routings, floor layouts, material handling, and machine utilization.
- Identifies and recommends methods for improving worker efficiency and reducing waste of materials and utilities, such as: implementing Self Balancing Cell techniques, reorganizing work flow, relocating work stations and equipment, and improving equipment.
- Ability to automate manufacturing processes using custom made equipment or robotics. Creates machine specifications and Request for Quotation (RFQ) documents for custom equipment.
- Confers with management, engineering, QA and other staff regarding manufacturing capabilities, production schedules, new products, ECO's and other considerations to facilitate production process and evaluate potential changes. Participates on committees in this capacity. Consult with design engineering in order to create the most effective and producible designs.
- Create, maintain and review production procedures (Visual Manufacturing Procedures (VMP's), Routers, Cell Rules, and others to insure they represent current process and product revisions.
- Assist in the evaluation and selection of capital equipment and tooling
- Confers with vendors to establish equipment specifications and arrange for purchase of equipment, materials, or tooling. Evaluates equipment according to specifications and quality standards. Monitors and reports progress to schedule. Initiates actions when needed to meet objectives.
- Represent the department in various staff, project, and committee meetings.
- Monitor effectiveness of systems and procedures in the department.

- Assure that employees are properly trained in safe and efficient performance of their assigned duties.
- Monitor work in process and supplies inventories, on time status of projects and schedules, accuracy of work, and proper adherence to procedures.
- Control departmental expense spending within pre-approved budget.
- Assure timely and accurate information is provided regarding job completion, labor reporting, engineering change implementation and special customer requirements.
- Assure that production schedules are met; providing advance information regarding any needs for changes in provided capacity.
- Participates in production machine layout planning, and modifications to ensure specific operational performance and optimum utilization.
- Supports, administrates, and maintains the Training Program within the department.
- Assure equipment assigned to the department is properly and safely maintained and utilized, including lift trucks, hand trucks, fixtures, hand tools, and computer and office equipment.
- Assure that commitments made by the department are routinely met.
- Research and resolve any quality issues pertaining to the assigned department and effectively implement necessary changes as required.
- Directly supervises 8-15 employees in the manufacturing departments. Responsibilities include interviewing hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems; scheduling vacations and promoting methods improvement suggestions.

#### **QUALIFICATION REQUIREMENTS:**

- Bachelor's degree and two to four years of relevant experience
- Knowledge of safe operation of lift trucks and material handling devices.
- Experience in shipping, receiving and warehousing with working knowledge of computer and automated inventory and storage systems.
- Knowledge and experience in precision sheet metal fabricating and equipment, automation and robotics is preferred
- Successfully demonstrated ability in leadership roles.
- Working knowledge of computer systems and application software used in data manipulation and word processing.
- Good understanding of supervisory practices, including labor and safety regulations. Strong critical thinking skills, including experience working on problems that require data analysis.
- Demonstrates exceptional aptitude in the area of decision making. Strong interpersonal skills and ability to work effectively in a team environment.