

**Bobrick Washroom Equipment
Job Description**



BUILDING VALUE SINCE 1906

Job Title: Manufacturing Supervisor – Management Development Program
Location: Jackson, Tennessee

SUMMARY

This position is responsible for on time manufacture of Stainless Steel products, meeting predetermined labor cost parameters and company standards of quality and workmanship, and safety practices within the department.

This position is part of our Management Development Program that provides hands on experiences and career development opportunities. Throughout the program, employees will enhance their general management and leadership skills, gain exposure to core operations, interact with executive leaders and receive frequent developmental feedback while establishing a leadership career path. The program begins with the Manufacturing Supervisor role at Jackson, Tennessee and after one year the individual will be expected to transfer to our company's headquarters located in North Hollywood, California for a 3 month rotation before returning back to the Jackson, Tennessee facility.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned

- Administer of company rules and procedures within the department
- Supports the Quality Policy and Corporate Quality goals by taking action and/or directing direct reports to execute quality related activities. Seeks to prevent quality defects through understanding the criteria and severity of those defects through the Four Level Defect Grading System
- Monitors effectiveness of systems and procedures in the department
- Assures that employees are properly trained in safe and efficient performance of their assigned duties
- Conducts safety meetings and training as needed
- Monitors work in process and supplies inventories, on time status of projects and schedules, accuracy of work, and proper adherence to procedures
- Controls departmental expense spending within pre approved budget

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- Assures timely and accurate information is provided regarding job completion, labor reporting, engineering change implementation and special customer requirements
- Assures that production schedules are met; providing advance information regarding needs to make changes in provided capacity
- Assures 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
- Reviews engineering drawings, production and operating reports to implement production set-up, methods, and techniques to process work orders, and to resolve operational, manufacturing, and maintenance problems to ensure minimum costs and prevent operational delays
- Reviews department production procedures and flow and revises processes as necessary to bring about cost reductions and quality improvements
- Assures implemented production changes to the manufacturing process are properly documented
- Researches and resolves any quality issues and effectively implement necessary changes as required
- Evaluates, selects and prepares recommendations for capital equipment purchases
- Schedules production overtime to supplement production requirements and expediting of critical items in accordance with accepted overtime practices
- Reviews production rework and reject part inspection reports to determine and eliminate causes
- Prepares a variety of reports for management and records personnel status reports as required
- Reviews production orders or schedules to ascertain product data such as types, quantities, and specifications of products and scheduled delivery dates in order to schedule daily production information and plan department operations
- Coordinates manufacturing activities to ensure production and quality of products meets specifications
- Monitors budgeted accounts in both expenses and labor reclassification
- Facilitates teams and department meetings

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- Directly supervises up to 25 employees in the Stainless Steel Fabrication department

QUALIFICATIONS

- Bachelor's degree (BA) from four-year College or university is preferred
- A minimum of one years' experience in a shop environment, including one year as a production lead; or equivalent combination of education and experience is required.
- Familiarity with machinery and general production equipment is required.
- Strong critical thinking skills, including experience working on complex problems that require quantitative analysis
- Strong interpersonal skills and the ability to work effectively with management personnel and production floor employees
- Successfully demonstrated ability in leadership roles.
- Experience with Microsoft Office (Word, Excel, PowerPoint, and Outlook).