



## Production Supervisor

### JOB DESCRIPTION

**Job ID#:** 2019-007  
**Title:** Production Supervisor  
**Location:** Pinellas Park, FL 33781  
**Regular/Temp:** Regular  
**Full-Time/Part-Time:** Full Time  
**Submit Reply and Resume to:** [CMEHR@custom-mfg-eng.com](mailto:CMEHR@custom-mfg-eng.com)

**Must Complete Predictive Index Test Before Applying:** <https://assess.predictiveindex.com/3OXYL>

**Job Summary:** We have an exciting opportunity for an experienced (5-10+ yrs.) Manufacturing Production Supervisor. Under direct management, successfully chosen candidate will plan & coordinate production floor adhering to production & quality procedures/standards, establish & maintain efficiency in production as well as setting up production lines, develop forecasts and material management to meet production as well as customer requirements, and support key aspects of our engineering design, manufacturing operations and quality teams—including but not limited to supervision, built to production qualifications (build to print & build to spec), product packaging, creation & updating of BoMs, creation of work instructions, adherence to quality standards, production quantities, etc.

### DUTIES AND RESPONSIBILITIES

- Accomplishes and accountable for manufacturing team results by communicating job expectations, planning, monitoring, appraising, counseling, and enforcing systems, policies, and procedures; coordinates disciplinary actions with Human Resources & Management. May also be responsible for recruiting, selecting, orienting, and training employees & temps.
- Interface with Manufacturing and other employees (Operators, Operation Team Leaders, Safety and Quality Leaders, Management, Engineering employees) to identify Standard Operating Procedures (SOPs) requiring development.
- Operate a Lean Manufacturing Environment (including but not limited to 6-S) from resource allocation, planning, to material management.
- Work With/Assemble SOP (including photographs, charts, tables, guides, as required), to clearly communicate best practices in adherence with documentation standards.
- Ability to set up, implement, and perform visual production area layout and area design (layout of equipment and individual workspaces for different types of work).
- Creates, revises, and support systems, procedures by analyzing ongoing production work, operating practices, record keeping systems, forms of control, budgetary & personnel requirements, and assist in technical problem solving. Assist in assembling, inspecting or testing products to meet specifications and quality standards.
- Use internet to get information as needed for equipment setup, repair and/or replacement, part specs / costs / lead times, military specs, and other information.

- Document Best Practices with focus on Safety, Quality, Delivery, & Cost; including but not limited to Interface with Engineering, Configuration Management, and others to coordinate release documentation, as assigned.
- Assist in the day to day activities of assigned functional area completing non-routine and advanced tasks.
- Assist in applying knowledge to analyze, investigate and resolve non-routine problems.
- Assist in developing electronic and hard copy reports, records, diagrams and charts.
- Perform basic production area layout and assist in planning for manufacturing areas. Design layouts of equipment and individual work spaces for different types of work.
- Assist in the setup and/or repair of various machines and equipment used in the assembly of electro-mechanical subassemblies.
- Responsible for observing all laws, regulations and other applicable obligations wherever and whenever business is conducted on behalf of the Company. Expected to work in a safe manner in accordance with established operating procedures and practices.
- Other duties as assigned or required.

#### **JOB QUALIFICATIONS:**

- BA/BS degree preferred, 2 yrs. Specialized Training, Trade or Tech School or AA/AS degree.
- Understanding of engineering & manufacturing operations and quality management systems (e.g., ISO 9001 and other standards)
- Must possess:
  - Problem Solving Skills
  - High Energy
  - Leadership ability
  - Knowledge of ERP/MRP/MRO software; Deltek CostPoint Preferred. Intermediate computer skills & MS Office.
  - The ability to supervise and coach a team; developing both team and individual skills through coaching
  - The ability to meet specifications, quantity, and quality standards and goals
  - The ability to understand new concepts and apply them accurately
  - The ability to follow general and detailed instructions as well as organizational policies and procedures
  - Good communication and interpersonal skills to enable effective interface with internal professionals
  - The ability to work independently or in a team environment

#### **MINIMUM REQUIREMENTS NEEDED:**

- 5-10+ years of experience
- Work schedule projected to be 40 hours per week and possible after-hours, weekend, or holiday schedule (as needed/required)

- Positions with CME require access to controlled goods and technologies subject to the International Traffic in Arms Regulations or the Export Administration Regulations. Applicants for these positions need to be "U.S. Persons," as defined in these regulations. Generally, a "U.S. Person" is a U.S. citizen, lawful permanent resident, or an individual who has been admitted as a refugee or granted asylum.

**Travel Percentage Required:** Minimal expected. 0% - 5%

CME develops, prototypes, and manufactures custom-engineered and build-to-print products, assemblies, and subassemblies for industry and government customers. As a growing Tampa Bay engineering and manufacturing small business, our team works with aerospace and defense organizations and other industries globally to develop and produce quality products to meet our customers' unique requirements. CME's products are used by the US military and other industries around the world.

CME is committed to a diverse workforce and as such is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, protected veteran status, disability status, or any other status protected by law.

These requirements in this document may be the minimum levels of knowledge, skills, or abilities and does not include a comprehensive list of duties/responsibilities. This document does not create an employment contract implied or otherwise, other than an "at will" relationship.

**Removal Date:** 01-Apr-2019