

IET, INC.
Production Supervisor Position Description
(Contract / Temporary Position)

Supervises and coordinates activities of production workers. Supervisors must comply with all safety, quality, quantity and housekeeping standards by performing the following duties.

Job Duties

- Inspects products to verify conformance to specifications and directs setup and adjustments of machines.
- Studies production schedules and estimates worker hour requirements for completion of job assignment.
- Interprets company policies to workers and enforces safety regulations.
- Interprets specifications, blueprints, and job orders to workers, and assigns duties.
- Establishes or adjusts work procedures to meet production schedules.
- Recommends measures to improve production methods, equipment performance, and quality of product.
- Suggests changes in working conditions and use of equipment to increase efficiency of shop, department, or work crew.
- Analyzes and resolves work problems, or assists workers in solving work problems.
- Initiates or suggests plans to motivate workers to achieve work goals.
- Responsible for all processes, equipment, employees, safety, and housekeeping of the area and meeting production quality and quantity standards on the shift.

Qualifications

- Candidates must be legally eligible to work in the United States.
- Candidates should possess a two-year or four-year degree, preferably with a manufacturing, engineering, or business focus; or one to two years related experience and/or training.
- Must possess strong oral and written communication skills.
- Ability to define problems, establish facts, and draw valid conclusions.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

IET, Inc. is an equal opportunity employer and will consider all applicants equally without regard to their race, sex, age, color, religion, national origin, veteran status, pregnancy, sexual orientation, gender identity, disability, genetic information, or any other category protected by federal, state or local law.

