

**DENTSPLY JOB SUMMARY**  
**Shift Production Supervisor**

**General Information**

**Date Revised: 11/05**

Standard Hours: 40+	Department: Operations
Job Grade: N/A	Division: Endodontics
EEO Classification: Management	Report To: Manufacturing Mgr.
FLSA Status: Exempt	

**Job Summary:** Ensures the production shift assigned works efficiently through best business strategies and lean concepts. The position works directly with shop floor associates and is responsible for ensuring that daily, weekly, monthly objectives, schedules, and performance levels are met, while continuously developing a team oriented focus. The position requires strong communication skills across many functional levels and serves as a liaison between associates and manufacturing management.

**Job Responsibilities**

**Description**

- Supervise Production Floor lines/cells and drive the need to meet business goals efficiently and safely.
- Executes the daily production schedule through the utilization of people, material, machine, and processes to meet customer requirements, schedule compliance, and cost objectives.
- Incumbent will implement and support Lean concepts into production processes and focus on employee involvement/development.
- Plan, organize, and direct manufacturing activities for specific areas of the plant to meet established plant objectives.
- Provide leadership and support to direct reports to discuss progress of work, resolve problems, and ensure that standards for quality and quantity of work are met. Serve as a teacher, coach, advisor to facilitate improved teamwork and continued employee development.
- Provide manufacturing, process, and team support, direction, expertise and effort in specific manufacturing areas.
- Review, develop, implement and revise all processes and procedures within the manufacturing areas assigned to ensure continuous improvement activities, such as implementation of lean principles.
- Enable team members to use tools such as effective meetings, consensus building, coaching, problem solving, audits, and feedback to meet team and plant goals.
- Coordinate and monitor training and development programs to ensure operator effectiveness, skill enhancement and flexibility within the work group and the plant. Ensure certification processes are followed and maintained. Assume responsibility for all administrative facets of the specific manufacturing areas, including personnel and operations, in areas such as attendance, discipline, operations reporting.

### Description (continued)

- Works closely with peers to provide resources, on-going work direction, decision making and problem solving.
- Provide assistance and support in all facets of inventory control, including the daily cycle count program.
- Assign manufacturing personnel to appropriate departments by utilizing their time in the most efficient manner.
- Communicate company policies and directives within assigned area to insure consistent adherence.
- Develop team culture to provide an optimum environment for maximization of positive employee contribution.
- Interviews candidates for hire, promotions or reassignments; and resolves complaints, referring group grievances and serious unresolved complaints to higher level management; may reprimand employees.
- Reports complaints in accordance to complaint handling process.

## **Necessary Accomplishments**

### **Knowledge and Skills**

- Ability to organize, plan, coordinate and execute
- Attention to detail and accuracy are a must
- Must be able to communicate effectively (verbal and written)
- Knowledge in design techniques involved in production
- Ability to work with mathematical concepts
- Must be assertive with good interpersonal and coaching skills
- Result oriented, customer focused, have excellent leadership skills
- Demonstrate problem analysis and problem solving
- Must be able to troubleshoot to determine what is causing an operating error and decides action to take
- Ability to multi-task

### **Education and Experience**

- Associate Degree
- Three to five years of manufacturing environment
- Two years of supervisory experience

### **Required Training**

Please refer to the Required Training Matrix by selected group.

## Physical Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Activity: Standing; walking; sitting; fingering or manual dexterity; repetitive finger motion; lifting or exerting force up to 25 pounds; reaching or stretching; climbing or balancing; speaking; hearing; seeing (close vision, focusing ability).

### Approval: (Initials/date)

\_\_\_\_\_ **Manager**      \_\_\_\_\_ **Dept Director**      \_\_\_\_\_ **HR\***

\*Note: If position is management, HR Director will be responsible for signing off.