

**MAHLE Filter Systems North America, Inc.**  
**Job Description**

**Job Title:**            **Production Supervisor**  
**Department:**       **Production**  
**Reports To:**        **Manager and Head of Production**

**SUMMARY**

The Production Supervisor will focus, through production personnel, by directing and coordinating the daily activities involved in producing products. This position will also provide leadership to employees by setting the example, exercising good communication techniques, supporting company's policies and programs and treating employees fairly and consistently. Focus on improvement activities by reviewing and analyzing data to determine areas of opportunities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Responsible for providing a safe and productive work environment.
- Explains company policies, business plans and conditions to employees so they are aware of the operating environment.
- Reviews efficiency, OEE, scrap and profitability reports and implements strategies to maximize results.
- Investigates deviations in efficiency, scrap, on-time delivery, PPM and other measurable, determines root cause and works with direct reports to implement effective countermeasure.
- Develop 5S culture and lead to world class status.
- Ensure that inventory is controlled properly through reporting and scrapping in production workbench.
- Prepare accurate and timely performance evaluations on employees.
- Provides employees with guidance, counseling, training and development so the employee can be effective in their position.
- Studies production schedules and estimates manpower requirements to meet the schedule.
- Work with program management team members in order to meet program timing. This will include the following:
  - Confer with management, engineering and other staff regarding manufacturing capabilities, production schedules and other considerations to facilitate the manufacturing process.
- ✦ Overtime is a requirement for the position.

**SUPERVISORY RESPONSIBILITIES**

This job supervisors hourly production employees.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability

required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

- Bachelor's Degree in Engineering, Business or technical field from a four-year college or university preferred but not required.
- Experience in plastic molding & assembly preferred
- Strong analysis, problem solving, process and troubleshooting skills.
- Knowledge of Lean manufacturing principles
- Ability to read and understand engineering drawings, including GD&T.
- Dynamic communication / inter-personal skills.
- Highly organized and possess good decision-making skills.
- Must have demonstrable technical presentation skills. • Superb computer literacy, including MS Office
- Willingness and ability to travel as necessary.
- Working knowledge of QS9000, ISO14001 and TS16949 standards, as applicable to the position.

## **LANGUAGE SKILLS**

Must be fluent in English. Able to write routine reports and correspondence. Able to communicate effectively with peers, managers, and directors, and to present to groups of customers or employees of the organization. Values and considers the perspectives and backgrounds of all parties.

## **MATHEMATICAL SKILLS**

Ability to apply advanced mathematics as typically taught during a four-year college or university course.

## **REASONING ABILITY**

Ability to deal with problems involving several concrete or abstract variables in standard and nonstandard situations. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret and explain policies and procedures.

## **OTHER SKILLS AND ABILITIES**

- Knowledgeable in their duties and responsibilities in accordance with health and safety compliance.
- Knowledgeable in the company's duties and responsibilities in accordance with environmental compliance.
- Working knowledge of ISO 14001, TS16949, OSHA 18001.
- Excellent attendance record.

## **PHYSICAL DEMANDS**

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.

While performing the duties of this job, regularly required to stoop, kneel, sit, stand, bend, reach, climb, and move about the facility. Required to frequently lift up to 50 lbs.

Specific vision abilities required by this job include close vision, distance vision, depth perception, peripheral vision and ability to adjust focus. Must be comfortable with working in tight or close tolerances and must be able to maintain concentration of tasks at hand under pressure to return equipment or tools to product capability.

## **WORK ENVIRONMENT**

The environment will vary in this position based on assignments. When working in the office environment, noise is generally minimal.

The environment in manufacturing plants and testing labs are often loud, hot, and with particulates in the air. Working environment may contain potentially hazardous materials such as acids, solvents, oils, and common etchants. In such environments, adherence to PPE regulations is required.

While performing the duties of this job, the employee is exposed to moving mechanical parts, high and low electrical voltage, low levels of light, and carbon monoxide fumes or airborne particles. The noise level in the work environment is usually moderate to high.

## **OVERTIME**

Employees must be able to work additional hours and/or additional days during the payroll week, which can and will be in excess of forty (40) hours per payroll week. Ability to work an occasional weekend.

## **TRAVEL**

Domestic/international travel with/without overnight stay may be required.