

**Job Identification**

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**Employee Name:****Job Title:** Production Supervisor**Division:** Bailey Metal Products Limited – Concord**Department:** Production**Reports to:** Plant Manager**Job Purpose Summary**

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The Production Supervisor shall ensure that products are produced while meeting the production schedule, product quality, packaging and safety requirements of the company. This includes employee scheduling, liaising with all departments including production scheduling, shipping and maintenance. The incumbent is also responsible for trouble shooting machine set-up problems, health safety issues, and employee training.

**Responsibilities and Accountabilities**

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The responsibilities and accountabilities of the position include but are not limited to the following:

**Operational:**

- Supervise, co-ordinate and daily schedule the activities of workers and temp workers to ensure orders can be completed meeting customers & inter departmental requirements.
- Conduct and document daily workplace walks; inspect product quality; observe for unsafe acts and unsafe conditions; and resolve workers and safety concerns and problems
- Set-up equipment and troubleshoot quality and machine problems and ensure that systems/equipment operate efficiently and effectively
- Coordinate with purchasing department to ensure proper supply of materials & supplies
- Review all work performed by employees for completion and accuracy.
- Identify and implement work measures to improve work methods, products, productivity, safety, and quality of products.
- Review all reports, identify issues, report and take corrective actions.
- Participate in plant training programs recommended by the plant manager.
- Monitor coil inventory levels and rejected coils; Report to purchasing dept. Purchase miscellaneous items for the plant use ex: brooms, etc.
- Provide any other assistance as required including assistance in roll-forming operation as requested by the management.
- Able to work shift schedules according to accommodate production demands as required.
- Assist in coordinating machine repairs with the Maintenance staff.

**Human Resources:**

- Review all work performed by production employees for completion, accuracy and quality and identify their performance requirements and company training needs.

- Conduct and document regular monthly crew meetings to discuss, review and implement items such as new procedures, re-visit existing procedures, company policies, and procedures, and safety talks.
- Conduct and/or oversee all on the job training of new or existing employees. Document all training.
- Assist in the development of succession planning for replacement of key employees.
- Promote team work within and across the departments.
- Participate in selection process, performance review, discipline and training and recommend actions such as hiring, promotions and appropriate disciplinary actions.

### Health and Safety:

- Maintain working knowledge of all Health & Safety policies.
- Correct and communicate on any unsafe acts/conditions to plant/ safety manager.
- Support and promote all aspects of the corporate Health & Safety program.
- Perform regular workplace inspections, both scheduled and unscheduled.
- Conduct regular safety talks with employees.
- Monitor accident frequency and history and analysis injury data.
- Report all accidents/incidents promptly, conduct investigation & act on recommendations.
- Comply with all Bailey's safety programs, confidentiality and legal requirements.

### Other:

- Maintain a high standard of professional knowledge, ethics and practices when dealing with customers, suppliers, peers, subordinates, supervisors and other key stakeholders of the company.
- Conduct oneself in a professional manner that reflects integrity and respect towards customers, suppliers, peers, subordinates, supervisors and other key stakeholders of the company.
- Participate in the company's quarterly inventory count.
- Other responsibilities and accountabilities as assigned by the Plant Manager.

### Qualifications

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- 15+ years of roll forming experience including trouble shooting, would be an asset.
- Excellent knowledge of Roll forming equipment, Forklift & Crane is essential
- Sound knowledge of health and safety act and regulations, Bailey products and policies.
- High school graduate, proficient in speaking and writing English
- Personal attributes include ethical, open-minded, observant, and tenacious
- Quick learner, Team Player with initiatives and capable of meeting deadlines

### Working Conditions/Physical Demands

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- Must be able to work in a fast-paced environment while meeting all safety requirements.
- The work assigned must be completed correctly and in a timely manner.

- Must be physically able to lift materials up to 50 pounds and may be required to work on mill lines.
- Must be able to work rotating shifts.