



SUPERVISOR-PAINT & ASSEMBLY

SUMMARY

Responsible for supervision of the Paint Line & Assembly operations. This position is also responsible for directing production employees with continuous improvements in cost containment and throughput times while maintaining optimum quality and safety.

ESSENTIAL FUNCTIONS

Including the following (other duties may be documented and assigned by management and some duties may not apply dependent upon the requirements of the position at each specific Tarter site and/or the strengths of the employee and the needs of the company):

1. Supervise all aspects of the day to day assembly process including production scheduling, efficiencies, product quality, and associated paint line personnel.
2. Must possess leadership qualities that support effective communication with everyone in the operation.
3. Responsible to ensure that the entire paint line force is properly motivated while creating a positive work environment.
4. Maintain and continuously improve 5S standards for area.
5. Ultimately responsible for all departmental personnel issues (interviewing, hiring, discipline, training, directing, monitoring, absenteeism, conflict resolution, performance appraisals, etc.) for all individuals in the production environment.
6. Responsible for creating and implementing objectives for scheduled completions, cost control and quality standards. Responsible for updating management of production status on a regular basis.

QUALIFICATIONS

Knowledge, skills & abilities: Must be able to perform each essential duty satisfactorily. Effective interpersonal, organizational, verbal and written communication skills required. This position performs job duties in an ethical and professional manner. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



KNOWLEDGE AND SKILL REQUIREMENTS

1. Strong working knowledge of manufacturing management, manufacturing methods, inspection standards and equipment.
2. Must have excellent mechanical aptitude.
3. Powder coat experience a plus.
4. Excellent verbal and written communication skills.
5. Must be a self-starter and able to execute job tasks with limited supervision.
6. Computer skills proficiency (MS –Word and Excel).
7. Able to use various hand and power tools.

WORKING CONDITIONS

Working conditions are normal for a manufacturing environment. Work involves frequent lifting of materials and product up to 40 pounds as well as walking, standing, sitting, and bending. Machinery operation requires the use of safety equipment to include but not limited to; eye safety glasses, hearing protectors, work boots, and hardhats. Loose fitting clothes and jewelry are not permitted.