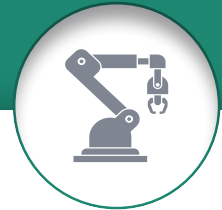


# Supervisors of Production and Operating Workers

Advanced Manufacturing Series



## Company Overview:

<Please insert a short paragraph talking about your company and what makes it unique. Include details that capture the core values, culture, and mission of your company, so job seekers clearly understand the environment in which they will be working.>

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## Job Summary and Responsibilities:

Supervisors of production and operating workers supervise and coordinate the activities of production and operating workers. Supervisors are responsible for meeting production levels and targets and maintaining a safe work environment. Applicants must be able to communicate well with other supervisors, co-workers, and subordinates (both verbally and through writing). Supervisors may be responsible for supervising various workers, such as inspectors, assemblers, fabricators, and plant and system operators.

<Add any additional responsibilities or changes relevant to this role at your company.>

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## Required Competencies:

### OCCUPATIONAL COMPETENCIES

- **Employee Training:** Identify skill levels, staff strengths, and training needs; be able to demonstrate skills and processes to staff and use clear explanations
- **Manufacturing Processes:** Ability to learn, understand, and implement various manufacturing processes, such as Six Sigma and lean manufacturing
- **Physical Inspect & Quality Assurance:** Inspect and test products to evaluate quality and performance using a set of tools (e.g., a caliper, SPC chart); know enough about quality metrics to identify quality assurance problems
- **HR Management & Planning:** Use company resources to schedule staff hours and to perform staff appraisals; communicate effectively and clearly with HR and related staff to assist with full-time staffing and enforce company policies



## FOUNDATIONAL COMPETENCIES

- **Coordination:** Adjust resources, such as staff and machines, to meet production levels and targets (e.g., rearrange staff and equipment if one line runs fast and one line runs slow); identify tasks and assign staff appropriately; oversee purchasing, scheduling, and arrange for production needs
- **Judgment & Decision-Making:** Make staffing decisions; provide guidance and bring team members together to solve problems as they arise; determine when staff members need to be let go and follow-through.
- **Communication:** Communicate between management and staff, especially reports; provide updates to management on key issues (e.g., production delays, staff problems)
- **Staff Management:** Motivate, develop, and coordinate staff as they work; identify the best staff for a given task or roll; develop employees' skills to improve production; use a tailored management style for employees (e.g., some work better with independence, others need additional oversight)
- **Social Skills:** Tailor communication to the individual staff member (e.g., talk directly to some and more sensitively to others); build and develop healthy working relationships with staff and management

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## Preferred Competencies:

### OCCUPATIONAL COMPETENCIES

**Business Process & Analysis:** Regularly identify opportunities to improve production; communicate with others (e.g., management) to change production processes to better meet customer needs, reduce cost, and decrease production time

### FOUNDATIONAL COMPETENCIES

**Critical Thinking:** Optimize production and performance by proactively proposing new ideas and implementing ideas approved by management; identify workplace dangers and remove risks

*Find additional competencies for this role using Skillful's occupation deep dive at [www.skillful.com/employers](http://www.skillful.com/employers).*



## Example Activities:

- Direct and coordinate the activities of employees engaged in the production or processing of goods, such as inspectors, machines setters, and fabricators
  - Communicate with supervisors, co-workers, subordinates, and others to coordinate operations and activities within or between departments
  - Regularly inspect materials, products, and equipment to detect defects or malfunctions, while also enforcing safety and sanitation regulations
  - Read and analyze charts, work orders, production schedules, and other records and reports to determine production requirements and evaluate current production estimates and outputs
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## Required Certifications

<Note: Insert Required Certifications *but only if truly required.*>

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## Job Details:

- Location
- Department
- Job ID
- Classification
- Insert additional details of this position if applicable