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Job Title: PRODUCTION SUPERVISOR

Responsible to: Production Coordinator / Manufacturing Manager

Responsible for: All section employees

Health & Safety Responsibility: Level 3

Job Purpose

Responsible, in conjunction with and under the direction of the Production Coordinator / Manufacturing Manager, to meet the factory's production and financial targets. Achieving these targets by the efficient management of the production area of the factory, and making optimum use of manpower, plant, equipment and materials to meet agreed output levels. Ensuring at all times that section employees adhere to legislation affecting their production area in respect of the Health and Safety at Work Act 1974. To encourage harmonious working relationships, establish good industrial relations and to cover in the absence of other members of staff.

Main Duties and Responsibilities

- Responsible in conjunction with the Production Coordinator / Manufacturing Manager for achieving day to day production targets, closely monitoring and taking corrective action where necessary to maintain production schedules
- To ensure that all resources i.e. machinery, manpower, materials are available and effectively used at all times and that correct production methods and quality standards of work are always applied
- To adhere to and implement appropriate Production Schedules
- To liaise closely with all departments and customers to ensure agreed customer delivery dates are achieved
- To carry out regular Shop floor staff appraisals, feeding back to the Production Coordinator / Manufacturing Manager
- In conjunction with the Human Resources Manager, ensures that all section employees are trained and competent in their respective work activities

- Ensure that all employees are aware of MTIB policy and procedures and that they are applied at all times, particularly the MTIB Core Values, which detail expected behaviours for all members of MTIB staff
- Responsible for adhering to and promoting the Health and Safety At Work Act 1974 at all times
- To have a flexible approach to meeting the needs of the business and be prepared to undertake any other duties as directed by the Production Coordinator / Manufacturing Manager

Signed: Date:
(Job Holder)

Name: (print)

Signed: Date:
(Chief Executive)

Name (print)