



Position: Production Supervisor

Reports To: Plant Manager

FLSA: Exempt

Location: Fort Payne, AL

Updated: April 21st, 2022

Role Summary:

Lead teams of employees, managing tasks and coming up with solutions, and keeping the workplace clean and organized. The position demands a strong set of leadership acumen.

Scope of the Position:

A Supervisor is responsible for managing the workflow and training new hires on how they can best serve customers and teams of employees. They also manage schedules that keep everyone busy with deadlines met to prevent gaps or downtime while giving direction and feedback about what needs improvement.

Responsibilities:

Expected of this position to include, but are not limited to:

- Overseeing the production of vinyl windows from receiving from vendors to shipping to customers
- Supervision of employees
- Physically inspecting product to be defect free
- Initiating electronic receiving by proper personnel
- Insuring space is organized, and clean of debris, free of damaged & poor-quality
- Rotate products on a regular basis
- Timely processing all orders
- Keeping the floors stocked with product
- Adhering to work schedule and attendance policy

Position Qualifications:

- Bilingual English/Spanish
- Leadership and team management skills
- Attention to detail and problem-solving skills
- Strong written and verbal communication
- Expertise in a production environment
- Time management and organizational skills
- Ability to maintain a consistent teamwork mentality
- Computer skills and knowledge of collaboration tools



Education and Experience:

- High School Diploma or equivalent
- Production environment experience
- MS office
- Background in Enterprise Resource Planning systems
- Experience using a pallet jack
- Operating a forklift

Physical Requirements:

- Lift or move a minimum of 50 pounds without assistance
- Walk for extended periods of time
- Wear PPE as required to comply with safety guidelines
- Stand for extended periods of time
- Be comfortable working around moving equipment and machinery in a shop environment