

METTLER TOLEDO Product Inspection has an opening for a **Production Supervisor (Second Shift)**. This position reports to the Production Manager.

Work Shift: Second – 4 day workweek (M-TH) 3:00pm – 1:30am (10hrs x 4 days). **Extended hours are required as needed.**

Summary: Supervise and Lead the 2nd Shift Production Department.

Essential Duties and Responsibilities include the following:

- Adhere to all Organizational Vision, Values, and Code of Conduct
- Recruiting, training and retention of a qualified and motivated team.
- Continual monitoring of processes and implement productivity improvements.
- Ensure adherence and improve quality using organization standards and guidelines..ie SOP's, ISO Documentation
- Regulate item inventory and labor documentation. Monitor, analyze, correct, and track results.
- Provide job expectations and training to staff: planning, monitoring, and appraising job outcomes, coaching, counseling, and disciplining employees using organization policies and procedures.
- Ensure production and customer demands are met by scheduling and assigning proper personnel; establish priorities, monitoring progress, revising schedules, resolving problems, and reporting the results of the processing flow on shift production summaries daily.
- Purchase or request tooling, supplies, or capital equipment necessary to perform tasks.
- Monitor time, attendance, vacations, team punctuality and labor tracking to control labor costs.
- Ensure all safety policies, procedures and training is strictly enforced.
- Champion and enforce 5s and Lean Management Programs.
- Timely communication with all departments to maintain order flow.
- Ensure Operation of all equipment by calling for repairs and evaluating new equipment and techniques
- Other duties and tasks as assigned

Primary People Contacts:

- Internal / External Customers
- Interdepartmental Personnel
- Vendors / Suppliers

Knowledge, Skills, Attitude:

- Proficient blueprint knowledge
- Strong mechanical, machine shop and welding knowledge
- Strong problem solving and decision making skills in a fast paced environment
- Familiar with CNC, fabrication, polishing, water jet, plastics, and welding equipment
- High energy and organizational skills
- Proficient using Microsoft Office Suite
- Report Writing and Documentation using Office Suite
- Minimum 3-5 years' experience in machine shop/welding environment
- Minimum 3-5 years' experience in supervision or group lead

Prerequisites (Education, Experience, etc.):

- Bachelors or Technical degree (preferred) or equivalent work experience
- Minimum of 3- 5 years of Machine Shop or Production Department Supervision Experience
- Documented Lean Training or Certification (preferred) or equivalent work experience in a Lean Manufacturing environment