

**OCCUPATIONAL DEVELOPMENT CENTER, INC.  
JOB DESCRIPTION**

**Job Title:** Production Supervisor

Approved by: \_\_\_\_\_

**Salary Range:** Unclassified

Date: \_\_\_\_\_

**Supervised By:** Division Manager

**Supervises:** Production Workers

**Personnel Classification:** Hourly Support Staff

**GENERAL DESCRIPTION**

In close conjunction with the Division Manager, the Production Supervisor acts as the general shop supervisor and is responsible for all production within his/her assigned department(s). Responsibilities include, but are not limited to; direct production involvement, product costing assistance, inventory handling and control, quality control, safety program and supervising-departmental employees. The assigned department(s) may be modified by the Division Manager as work levels and product changes occur.

**KNOWLEDGE & EXPERIENCE**

Two (2) years of production-related post-secondary training and/or two (2) years' experience in a related-manufacturing setting. Must be familiar with the materials and equipment used in the assigned department. Must possess knowledge of inventory control procedures (i.e., receiving, shipping, and inventory verification) and production techniques including quality control. Knowledge and/or experience with a variety of vocational limitations would be useful.

**SKILLS & ABILITIES**

Must have good recordkeeping skills, mechanical ability, and strong math skills. Must possess effective leadership skills to supervise and direct employees in assigned department(s). Ability to work cooperatively with internal and external stakeholders on a positive level. Ability to read blueprints and utilize various measurement tools. Computer skills preferred.

**OTHER QUALIFICATIONS**

Must possess and display initiative and a positive attitude towards co-workers and job routine. Must possess or be willing to obtain First Aid and CPR certification. A valid driver's license with an insurable driver's record is required. Forklift certification would be helpful and may be required, dependent upon the position. Depending on production needs, must possess or be willing to obtain a Medical Examiner's Certificate based on DOT requirements. May be required to work irregular hours and overtime depending on production needs and scheduling.

**COMMENTS**

Must accept and actively support the Mission and Vision of ODC and adhere to the professional Code of Ethics by; demonstrating sensitivity, respect and an understanding of the special needs of individuals with disabilities; embracing the cultural diversity of experiences and knowledge among the people we work with; serving as a positive role model in dress, speech and behavior; maintaining Person Served confidentiality; and, complying with policies and standards set-forth.

Job descriptions are considered to be classification and recruiting tools and are not intended to limit the assignment of work.

Rev. 07/23

### SPECIFIC DUTIES AND RESPONSIBILITIES

1. Supervise projects in accordance with the Division Manager schedule and lay-up instructions.
2. Recordkeeping, including but not limited to; production activity and/or tracking report, employee ADP timecards, preventive equipment maintenance and production schedules. Assure reports are disseminated to relevant production teams, team leaders and supervisors.
3. Through assignment from Division Manager, maintain computerized Fishbowl inventory system including production activity, material receipts and finished good shipments; perform monthly inventory; inspect raw material and finished goods; prepare sales invoices; recording and disposition of non-conforming material (i.e., Inventory Deficiency and Return-to-Vendor Reports).
4. Participate in the Safety Program by enforcing safety rules; developing safety awareness on the floor; reporting unsafe conditions for remedies; and reporting all injuries in a timely manner.
5. Assign daily work assignments to employees and supervise assigned production areas.
6. Understand equipment and vehicle operations in your department and monitor and supervise maintenance and repairs as directed by the Division Manager.
7. Maintain a neat, organized, clean and safe work area.
8. Work collaboratively with program Team members and human resources to provide reasonable accommodations to employees.
9. Attend skill enhancement conferences/workshops and weekly staff meetings as requested.
10. Assist the Division Manager with product costing.
11. Authorize employee PTO and sick leave requests in ADP.
12. Provide forklift training certification as needed.
13. Perform other duties as assigned and changing conditions require and new opportunities arise.

**I have reviewed these job requirements and verify that I can perform all essential functions of this position.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
**Date**

**Occupational Development Center, Inc.**  
**Analysis of Essential Job Functions and Demands of the Position**

Position: Production Supervisor

Rev. 07/23

<b>Ratings used for this Analysis:</b>	Constantly = Two-thirds time or more	Seldom = Less than one-third time
	Frequently = One-third to two-thirds time	Never = Non-existent
	Occasionally = Up to one-third time	

The following are averages based on all ODC divisions. If changes are needed to meet the specific needs of a division, please make changes to rating and/or comments and initial.

	<b>C</b>	<b>F</b>	<b>O</b>	<b>S</b>	<b>N</b>	<b>Comments</b>
<b>A. PHYSICAL ACTIVITY</b>						
1. Standing		<b>X</b>				
2. Walking		<b>X</b>				
3. Sitting			<b>X</b>			
4. Lifting up to 10 lbs.		<b>X</b>				
5. Lifting up to 20 lbs.		<b>X</b>				
6. Lifting up to 30 lbs.			<b>X</b>			
7. Lifting up to 40 lbs.			<b>X</b>			
8. Lifting up to 50 lbs.			<b>X</b>			
9. Lifting over 50 lbs.				<b>X</b>		
10. Climbing				<b>X</b>		
11. Stooping			<b>X</b>			
12. Crouching			<b>X</b>			
13. Kneeling				<b>X</b>		
14. Crawling				<b>X</b>		
15. Turning/Twisting		<b>X</b>				
16. Bending at Waist		<b>X</b>				
17. Reaching		<b>X</b>				
18. Finger Dexterity		<b>X</b>				Computer operations
19. Eye-Hand Coordination	<b>X</b>					
20. Foot-Hand-Eye Coordination		<b>X</b>				
21. Driving						
Car				<b>X</b>		
Van				<b>X</b>		
Bus					<b>X</b>	
Box Truck				<b>X</b>		
Forklift		<b>X</b>				
22. _____						
23. _____						
24. _____						
25. _____						
<b>B. USE OF SENSES</b>						
1. Speech						
Ordinary Conversation	<b>X</b>					
Telephone Conversation			<b>X</b>			
2. Hearing						
Ordinary Conversation	<b>X</b>					
Telephone Conversation			<b>X</b>			

<b>Ratings used for this Analysis:</b>	Constantly	=	Two-thirds time or more	Seldom	=	Less than one-third time
	Frequently	=	One-third to two-thirds time	Never	=	Non-existent
	Occasionally	=	Up to one-third time			

<b>C</b>	<b>F</b>	<b>O</b>	<b>S</b>	<b>N</b>	<b>Comments</b>
----------	----------	----------	----------	----------	-----------------

**C. ENVIRONMENTAL CONDITIONS**

1. Work Area					
Inside	<b>X</b>				
Outside			<b>X</b>		
2. Works alone			<b>X</b>		
3. Works with others	<b>X</b>				
4. Works around others	<b>X</b>				
5. Verbal contact w/others	<b>X</b>				
6. High (85+) Temperature			<b>X</b>		<b>Summer months</b>
7. Low (50-) Temperature				<b>X</b>	
8. Noise					
Especially High Level (+85 d)			<b>X</b>		
9. Unavoidable Hazards					
Mechanical			<b>X</b>		
Electrical			<b>X</b>		
Moving Objects		<b>X</b>			
Heights				<b>X</b>	
Cramped Quarters				<b>X</b>	
Other (specify) _____					

**D. ATMOSPHERIC CONDITIONS**

1. Fumes			<b>X</b>		
2. Odors			<b>X</b>		
3. Dusts		<b>X</b>			
4. Smoke				<b>X</b>	
5. Gases				<b>X</b>	
6. Oil/Grease			<b>X</b>		
7. Other (specify) _____					

**E. OTHER CONSIDERATIONS**

- Is this position closely, moderately, or minimally supervised? Please explain: **Moderately supervised. Performs duties independently with regular communication with Division Manager.**
- Does this position have access to confidential information? Yes **X** No \_\_\_ If yes, please explain: **Internal customer schedules, financial information.**

**E. OTHER CONSIDERATIONS continued**

3. Check any of the following factors that are important to successful performance in this position:

Math and Calculation	<u>  X  </u>	Writing:	
Problem Solving	<u>  X  </u>	Simple	<u>  X  </u>
Reasoning & Analyzing	<u>  X  </u>	Complex	<u>  X  </u>
Interpersonal Skills	<u>  X  </u>	Communication Skills	<u>  X  </u>
Reading & Proofreading		Dexterity (skill and ease in using hands, mental skill or quickness)	
Simple	<u>  X  </u>		
Complex	<u>  X  </u>		<u>  X  </u>
Other (specify)			
Blueprint Reading	<u>  X  </u>		
_____	<u>      </u>		

Describe the requirements of this position that make these factors important: Refer to job description

---

---

---

---

---

---

4. Are there particular working conditions associated with this position which should be noted such as working environment, hours of work, travel, work space, etc.? Yes   X   No      If yes, please explain:  
**May require working in extreme conditions (outdoors) and flexible hours based on production demand or schedules.**

---

---

I have read and understood the Production Supervisor Job Description along with the Essential Job Functions and Demands of the Position.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_  
Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_