

**Job Identification**

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**Job Title:** Production Supervisor  
**Division:** Bailey Metal Products Limited – Concord  
**Department:** Production  
**Reports to:** Plant Manager

**Job Purpose Summary**

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The Production Supervisor shall ensure that products are produced while meeting the production schedule, product quality, packaging and safety requirements of the company. This includes employee scheduling, liaising with all departments including production scheduling, shipping and maintenance. The incumbent is also responsible for completing the daily production schedule, ensuring full compliance with Bailey's H&S program, scheduling and overseeing employee training, maintaining plant housekeeping, supporting all continuous improvement efforts and, fulfilling customer quality and delivery requirements.

**Responsibilities and Accountabilities**

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The responsibilities and accountabilities of the position include but are not limited to the following:

**Operational:**

- Supervise and schedule daily activities of full time and temp workers to ensure orders can be completed meeting customers & inter-departmental requirements.
- Conduct and document daily workplace walks; inspect product quality; observe for unsafe acts and unsafe conditions; and resolve workers and safety concerns and problems.
- Oversee all equipment set-ups and troubleshoot quality and machine problems.
- Ensure that systems/equipment operate safely, efficiently and effectively.
- Monitor plant supply production and shipping materials. Place orders, when necessary, within approved spending limits or recommend necessary purchases for management approval.
- Identify and implement work measures to improve work methods, products, productivity, safety, and quality of products. Monitor KPI and measures for record keeping accuracy.
- Review all reports as assigned and take corrective actions as required.
- Coordinate in-plant training, safety and continuous programs recommended by the Plant Manager.
- Monitor coil inventory levels and rejected coils and report to purchasing department accordingly.
- Complete all other work as assigned and provide all other assistance as required by management.

**Human Resources:**

- Review all work performed by production employees for completion, accuracy and quality and identify their performance requirements and company training needs.
- Conduct and document regular monthly Continuous Improvement meetings to discuss, review and implement continuous improvement ideas and root cause elimination of process problems and

bottlenecks. Meetings will also be used to communicate new procedures, re-visit existing procedures, company policies and procedures, and safety talks.

- Conduct and/or oversee all on the job training and documentation of new or existing employees.
- Assist in the development of succession planning for replacement of key employees.
- Promote teamwork and open communication within and across all work areas and departments.
- Participate in selection process, performance review, discipline and training and recommend actions such as hiring, promotions and appropriate disciplinary actions.

### **Health and Safety:**

- Maintain working knowledge of all BMPL Health & Safety policies and all relevant OH&SA regulations.
- Correct and communicate on any unsafe acts/conditions to Plant Manager.
- Support and promote all aspects of Bailey Metal Processing's Health & Safety program.
- Perform regular workplace inspections, both scheduled and unscheduled.
- Conduct regular safety talks with employees, as scheduled together with the Plant Manager.
- Monitor accident frequency and history and analysis injury data.
- Report all accidents/incidents promptly, conduct investigation & act on recommendations.
- Comply with all Bailey's safety programs, confidentiality and legal requirements.

### **Other:**

- Maintain a high standard of professional knowledge, ethics and practices when dealing with customers, suppliers, peers, subordinates, supervisors and other key stakeholders of the company.
- Conduct oneself in a professional manner that reflects integrity and respect towards customers, suppliers, peers, subordinates, supervisors and other key stakeholders of the company.
- Participate in the company's quarterly inventory count.
- Other responsibilities and accountabilities as assigned by the Plant Manager.

### **Qualifications**

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- 10+ years of supervisory experience, with excellent knowledge of metal processing and slitting.
- Able to operate and/or supervise steel coil forklift and overhead crane handling.
- Demonstrated knowledge of LEAN manufacturing with previous experience is a definite asset.
- Sound knowledge of OH&SA regulations.
- Preferred post-secondary (minimal high school) education, proficient speaking and writing English
- Personal attributes include ethical, communicative, coaching, open-minded, observant and tenacious.
- Quick learner, Team Player with initiatives and capable of meeting deadlines.

### **Working Conditions/Physical Demands**

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The individual should be able to work in a

- Fast-paced plant environment.
- Physically able to lift materials up to 50 pounds.
- Overtime as required.