



FELLING TRAILERS, INC.

POSITION DESCRIPTION

Job Title: Production Scheduling Supervisor

Pay Level:

Exemption Status: Exempt

Department:

Authorization: _____

Date: May 13, 2015

JOB SPECIFICATIONS

FACTOR

Education:
Related Experience:
Supervision Given:
Supervision Received:

LEVEL

Bachelor's Degree
4 years
3 FTE(s)
Plant Manager

Job Summary:

The Production Scheduling Supervisor is responsible for developing, coordinating and monitoring manufacturing schedule to ensure orders move through plant efficiently and timely while meeting quality standards.

Essential Supervisory Job Duties:

1. Hires, orients, trains and develops employees in his/her area of responsibility.
2. Supervises and directs the efforts of employees in his/her area of responsibility.
3. Assures that all employees' performance is appraised in an objective and timely manner.
4. Identifies the need for disciplinary action, initiates appropriate discipline and follows through accordingly.

Essential Specific Job Duties:

5. Maintains a working knowledge of all department operations, functions, machinery, etc.
6. Teaches and assures adherence to quality standards.

Essential Specific Job Duties (Continued):

7. Teaches and assures adherence to safety standards.
8. Develops, coordinates, and monitors daily performance of production programs in plant.
9. Creates and releases work orders and reviews available capacity and priorities.
10. Monitors performance-to-plan and resources.
11. Makes adjustments in response to customer requirements and MRP demand as needed.
12. Develops and tracks manufacturing status for customer service and production.
13. Understands and utilizes MRP (Syspro) systems.
14. Maintains working knowledge of Microsoft Office programs: Word, Excel, PowerPoint, and Access.
15. Monitors inventory control and adjusts as needed.
16. Works closely with supply chain, customer service and operations to ensure product moves through plant according schedule and meets customers' deadline and quality expectations.
17. Coordinates multiple tasks simultaneously, performs general supervision of manufacturing process, and initiates necessary changes as needed.
18. Serves and supports a cross-functional team, but operates independently using a high degree of problem-solving skills.
19. Serves as a leader with strong ethical standards on the manufacturing team.

Essential Universal Job Duties:

20. Improves self in any way possible to enhance job performance.
21. Promotes **Felling Trailers, Inc.**, its mission, values, programs and achievements to the public and other employees.
22. Identifies organizational problems and opportunities for improvement and brings solutions and suggestions to management's attention.
23. Functions as a team member by assisting, supporting and encouraging other employees in any way possible.

Non-Essential Job Duties:

24. Performs related work as required, willingly and eagerly.

