



**BUILDING VALUE SINCE 1906**

**Position:** Manufacturing Supervisor

**Location:** Durant, Oklahoma

### **Summary**

This position is responsible for planning, organizing, directing and controlling activities related to the assembly of stainless steel cabinetry; ensuring production line output and inventory stock levels are aligned with Bobrick's objectives and customer demand to improve productivity and effect cost reductions in the manufacturing of Bobrick products while maintaining high standards of safety and quality. To be successful in this position, the individual must have previous manufacturing supervisory experience, detailed knowledge of the manufacturing industry, Project Management Skills and good organizational, time management and interpersonal skills. Work responsibilities and Projects are expected to be completed in a timely and accurate manner in compliance with established guidelines and Company policies and procedures. The individual should have the ability to keep pace in a dynamic environment.

### **Job Responsibilities**

- Administer of company rules and procedures within the department.
- Monitor effectiveness of systems and procedures in the department.
- Assure that employees are properly trained in safe and efficient performance of their assigned duties.
- Monitor work in process and supplies inventories, on time status of production schedules, accuracy of work, and proper adherence to procedures.
- Identifies, directs and coordinates project team activities to ensure project progresses as planned and prepares status reports for management.
- Establishes Project timeline, creates and leads/participates in the team by collaborating with the corporate and divisional functions of Engineering, ME, Maintenance, Supply Chain for insourcing, outsourcing, custom specials and new product development and reviews the status reports.
- Control departmental expense spending within pre-approved budget.

- Assure timely and accurate information is provided regarding job completion, labor reporting, engineering change implementation and special customer requirements.
- Assure that production schedules are met; providing advance information regarding needs to make changes in provided capacity.
- Developing and maintaining Job Safety Analyses (JSA) for department.
- Assure equipment assigned to the department is properly and safely maintained and utilized, including lift trucks, hand trucks, fixtures, hand tools, and computer and office equipment.
- Updating safety records as required by OSHA and company.
- Assure that commitments made by the department are routinely met.
- Review department production procedures and flow and revise processes as necessary to bring about cost reductions and quality improvements.
- Assure implemented production changes to the manufacturing process are properly documented.
- Research and resolve any quality issues and effectively implement necessary changes as required.
- Evaluate, select and prepare recommendations for capital equipment purchases.
- Support the methods improvement suggestion program.
- Perform other duties as assigned.

## **Qualifications**

- Bachelor's degree (B.A.) from four-year College or university and a minimum of two years related experience in manufacturing, or project management in an industrial environment; or five to eight years related experience; or equivalent combination of education and work experience.
- Strong Problem Solving Skills
- Familiarity with machinery and general production equipment
- Proficient with Microsoft Office products including Excel/Word/PowerPoint/Outlook

## **About the company**

Bobrick is a 100+ year-old global washroom accessory, partition, and child Accommodation Company headquartered in North Hollywood, CA with six manufacturing divisions across the United States, Canada and the United Kingdom, and trading relationships that extend into more than 100 markets worldwide. A leader in product innovation and manufacturing, Bobrick prides itself as a company that delivers best-in-class products and service, while fostering an environment of collaboration and continuous learning.

## **Bobrick's Culture**

We view our culture as a competitive advantage and a foundation for continued success. Our positive and supportive culture encourages our people to do their best work every day. Bobrick respects work-life balance, has a strong commitment to employee development and attributes its success to four core values and their alignment with its employees, suppliers, sales representatives, distributors and other channel partners.