

# Wood Room Supervisor

## Job Description

This position reports directly to the Director of Operations and is responsible for the department operations in a vertically integrated manufacturing setting. The supervisor is responsible for all wood working processing, gluing, cutting, staining, finishing and building of wood products, as well as supplying materials to other support areas of the organization. The supervisor understands the work processes and proper use/staffing of equipment, making sure that all products are delivered at the highest quality and on time.

## Key Responsibilities:

- Supervises the activities and personnel engaged in manufacturing of products within their assigned department
- Achieves departmental goals for safety, quality, productivity and on time delivery
- Develops, directs, and manages manufacturing personnel and trains them to properly utilize all equipment and tools
- Directs manufacturing personnel to maintain product quality and meet customers' requirements
- Participates in activities such as training and safety programs in order to enhance the overall effectiveness of the work areas involved
- Team with Engineering and Purchasing personnel to select and continually evaluate vendors for finished goods and products
- Meet with production employees to determine customer orders, assign workers to duties, and to determine need for additional resources to meet production requirements.
- Ensures that machine and manufacturing operations are performed within standard cycle/processing times. Understands production standards and either meets or exceeds them.
- Maintains effective employee relations by listening to employees and resolving issues directly or with help from HR/Management.
- Ensures the most efficient and safe production methods are employed on the shop floor
- Continually looks for the better way to ensure a productive environment and is always looking to eliminate the waste that the customer is not willing to pay for (rework, scrap, motion, excess inventory, waiting, etc.).
- Investigates and determines causes of finish and/or production defects and implements corrective action
- Ensures staff understands work orders, part numbers and other necessary information so that the manufacturing flow is seamless
- Confers with other supervisors and production management to coordinate flow of materials and products into and out of department

## Knowledge, skills and experience

- Excellent interpersonal communication and presentation skills
- Excellent written and verbal communication skills
- Exceptional leadership, interpersonal, and organizational skills
- Strong Microsoft Excel skills
- Ability to exercise independent and fair consensus building skills when conflict arises
- Strong analytical, problem solving, delegation, and conflict resolution skills
- Must be adaptable to change and have the ability, desire, and initiative to make a difference
- Experience in finishing/assembly of wood components is a plus
- Bachelor's Degree or Associated Degree in a technical or business related field preferred
- 5 plus years of experience in a manufacturing environment plus 5 years supervisory experience