Server Technology, Inc.

Title   **Production Supervisor**

Reports to   **Production Manager**

Department   **Production**

Are you ready to join a growing company? Are you looking to take on more responsibility and an opportunity to advance your career? Server Technology is the industry leader in providing intelligent power solutions to the datacenter market. We are offering a one of a kind opportunity to help our company meet our manufacturing and production goals. If you can prove you are the best, we want to talk with you.

Here's why this opportunity is so special...

- Server Technology's power strategy experts have provided power solutions for labs, data centers, and telecommunications operations for over 30 years.
- Server Technology is a vibrant, growing company.
- Server Technology is the industry leader The highest quality rack PDU's, best customer and technical support, and most patents in the industry. Our products are unique.
- Server Technology offers competitive by and benefits package.

We are looking for a highly organized, motivated, Production Supervisor to coordinate the day to day activities of the Production Department. If you have a desire to meet daily goals and be part of a dynamic manufacturing team, we may have the opportunity you have been dreaming of.

What you will do:

- Coordinate all production activities to ensure department objectives are met on a daily basis.
- Ensure production accuracy by implementing proper techniques and coaching direct reports.
- Maintain work flow by monitoring steps of the process; setting processing variables; observing control points and equipment; monitoring personnel and resources; studying methods; implementing cost reductions; developing reporting procedures and systems; facilitating corrections to malfunctions within process control points; initiating and fostering a spirit of cooperation within and between departments.
- Completes production plan by scheduling and assigning personnel; accomplishing work results; establishing priorities; monitoring progress; revising schedules; resolving problems; reporting results of the processing flow on shift production summaries.
- Under direction of the Engineering Team, set up, perform and document experiments for testing and validation.
- Identify, product model numbers, component part numbers and non-conforming parts or assemblies.
- Read and understand wiring diagrams, layout drawings and Bills of Materials.
- Read, understand, and conform to Bills of Materials.
- Communicate with Engineering, Operations and Production Departments on needs and priorities.
- Effectively manage change over, setup of new jobs and provide setup recommendations for new product releases.
- Exercise discretion and independent judgment on daily production tasks that facilitate customer fulfillment and business goals.
- Promote a safe, clean and organized work environment. Ensure correct use of equipment on assembly line and throughout production environment.
- Prepare monthly production statistical report and implement procedures to obtain established efficiency and quality goals.
- Maintain compliance with all ISO regulations and procedures.
- Maintain and approve accurate time and attendance records for production staff.
- Assist in evaluating production practices for most cost effective solutions.
- Provide back up support to Production/Warehouse Manager and Production Supervisor for all facility related duties.
- Actively communicate business strategy and key results to production staff. Facilitate regular staff/huddle meetings to promote open and regular communication.
- Regularly Inspect production operation to maintain quality and safety standards.
- Conduct routine inspections of production operation identify repair and maintenance needs. Coordinate maintenance requests as required.
- Complete related paper work and reports in an accurate and timely manner, utilizing computer software and general office procedures.
- Participate in safety meetings and implement safe work environment practices that meet OSHA requirements.
- Participate in staff selection/interview process. Recruits, hires, and train all production staff.
- Supervise and provide support and direction to all production staff. Resolve personnel issues and support team building with positive and open communication.
- Support and motivate staff to participate in company sponsored classes and training, with the objective of completing individual goals and compliance with mandatory training.

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Basic Qualifications:

- Bachelor's degree from four-year College or University with emphasis in Supply Chain Management, Engineering, Business, or related field; or equivalent combination of education and experience.
- Minimum of 5 years warehouse/distribution/manufacturing experience with at least 2 years at the management level.
- Project management skills including planning, organizing, and coordinating tasks.
- Demonstrated ability to negotiate and resolve conflicts.
- Knowledge of first aid, safety and OSHA requirements.
- Prior experience in managing a staff (supervise, train, coach, develop, motivate, interview, hire, terminate) and lead by example.
- Computer proficient with knowledge of Microsoft Office products (Word/Excel/Outlook).
- Effective oral and written communication skills with the ability to provide information across multiple groups in the Company including Engineering, Marketing, and Sales.
- Strong organizational and planning skills and the ability to work independently.
- Familiarity of ISO 9000 standards and audit process.

Preferred Qualifications:

- Passion for technology products and finding solutions.
- Experience motivating a team.
- Ability to communicate effectively with a variety of audiences.

Work environment is fast paced and priorities can shift quickly. All employees are expected to go outside their primary responsibilities when required, and multi-task job duties on a regular basis. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Server Technology, Inc. is committed to working with and providing reasonable accommodation to individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the employment process, please contact the Human Resources Department.

Server Technology, Inc. is an equal opportunity employer. Qualified applicants are considered for employment, and employees are treated during employment without regard to race, color, religion, sex, sexual orientation, national origin, age, disability, veteran status, genetic information or any other legally protected status.