



Supervisor

Supervises and coordinates activities of production workers by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Studies production schedules and estimates worker hour requirements for completion of job assignment.
- Interprets company policies to workers and enforces safety regulations.
- Interprets specifications, blueprints, and job orders to workers, and assigns duties.
- Establishes or adjusts work procedures to meet production schedules.
- Recommends measures to improve production methods, equipment performance, and quality of product.
- Suggests changes in working conditions and use of equipment to increase efficiency of shop, department, or work crew.
- Analyzes and resolves work problems, or assists workers in solving work problems.
- Initiates or suggests plans to motivate workers to achieve work goals.
- Maintains time and production records.
- Estimates, requisitions, and inspects materials.
- Confers with other supervisors to coordinate activities of individual departments.
- Performs activities of workers supervised.