



13300 6th Avenue North
Plymouth, MN 55441

Production Supervisor

Are you a successful Production Supervisor looking for a new and exciting opportunity? Do you have experience in a production supervisor role in a manufacturing environment? Then the Production Supervisor position with Electro-Mechanical Industries, Inc. (EMI) is the perfect opportunity for you. We are a family owned, custom manufacturer of electrical power distribution equipment located in Plymouth, MN. The company, with 39 years of steady growth and product innovation, provides products and services to commercial and industrial customers throughout the US.

The Production Supervisor will provide the necessary management to keep the shop floor running smoothly and efficiently. The Production Supervisor will accomplish this by managing the daily staffing and workflow.

The Production Supervisor is a non-Union position and reports to the Manufacturing Operations Manager.

Essential Job Duties:

- Supervise the shop floors daily schedule, staffing and workflow.
- Foster teamwork, collaboration, and a spirit of continuous improvement within EMI and adapt to varying team dynamics.
- Material and Engineering problem solving and follow-up.
- Coordinate rework and priority orders.
- Coordinate maintenance and record keeping, internal employees & external vendors.
- File review and releasing materials in ERP system; including engineering, materials, instructions & descriptions.
- Ordering supplies and items for projects.
- Manage the shop floor employees promoting morale, strong communication and teamwork.
- Give in-put to employee reviews and development.
- Provide input in process improvement, capital purchases, and shop layout.
- Active participant in the company safety program.
- Conduct quality investigations.
- Provide feedback directly to employees in a constructive manner.
- Contribute to annual reviews and performance evaluation process.
- Evaluate staffing needs based on customer orders.
- Lead maintenance efforts, schedule and planned machine downtime as required.
- Responsible for production facility cleanliness to company standards.
- Assist with Shipping as necessary to service customers.
- Work closely with engineering in design for manufacturability efforts.
- Promotes a culture of safety and participates on safety committee. Conducts safety audits and corrects safety violations.



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Education and Experience:

- High school diploma required a must.
- 5 years minimum experience in a Production Supervisor or Lead manufacturing environment role a must.
- Experience using Micro-Soft Office a must.
- Experience using Visual ERP system a plus.
- Experience Supervising in a Union-Shop environment a plus.

Competencies:

- Proven experience as a Production Supervisor or similar role.
- Excellent communication skills: interpersonal, group and written.
- Experience in using various types of manufacturing machinery and tools.
- Ability to multi-task in an environment of competing priorities.
- Must have experience managing the manufacturing processes.
- Understanding of employment laws and regulations.
- The ability to interface with purchasing, project management, engineering, HR, quality and management.
- Self-motivated with results-driven approach.
- Must have the ability to remain calm and professional in stressful situations.
- Must have the ability to provide feedback in a constructive manner.
- Ability to manage and lead a union workforce.
- Highly organized with attention to detail.
- Must be a team player.

Work Environment: Work performed primarily in the shop environment. Exposed to shop elements such as noise and dust. Some work performed in an office environment.

Work hours: Typical office hours of this position are M-F from 5:30 am to 3:00 pm.

Physical Requirements:

- Regularly required to sit/stand/walk and bend
- Must be able to lift up to 50 lbs.
- Must be able to climb, stretch and maneuver on ladders.

763-546-5998
Fax 763-546-5214



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To apply for this position, send your resume and salary requirements to: Human Resources @
careers@e-m-i.com