



## H.B. Carbide Company Job Description

**Job Title:** Production Supervisor

**Location:** HB Carbide Company  
Lewiston, MI

**Reports to:** Plant Manager

### **Role:**

This position is responsible for supervising the production and manufacture of tungsten carbide products in the Preform (machining) Department. Employee safety and morale, productivity efficiencies, meeting and/or exceeding customer quality expectations, utilizing and advancing technologies available, improving processes, and cost reductions are all also a part of the responsibilities of this position.

### **Responsibilities:**

- Meet and/or exceed defined metrics outlined in our Annual Business Plan with priority on delivery performance and reduced lead times for all product groups.
- Motivate employees in a manner that effectively promotes positive morale, treat employees with respect, be fair and consistent, and communicate clearly the objectives of the department and the objectives of the company.
- Coordinate employee training activities to maintain safety and product quality while maximizing productivity.
- Participate daily in plant wide flow management/product scheduling meetings, reviewing challenges related to equipment, resources, products and processes.
- Conduct periodic employee team meetings to solicit ideas, opinions and solutions to improve departmental processes.

### **Knowledge and Skills**

- Flow management, product scheduling, lean manufacturing techniques, robotics, advanced technologies a plus.
- Learned Leadership techniques in a team environment.
- Excellent communication skills.
- Ability to multi task.

### **Education Requirements**

- Associates or Bachelor's Degree in a related manufacturing field preferred but not necessary.

### **Experience Requirements**

- 3-5 years minimum of leading/supervising employees in a manufacturing environment.
- Previous knowledge/experience in CNC machining processes.
- Strong knowledge of process, mechanical, and equipment operations.