

est. 1947



When you need it now... or don't know how

Company Job Description Position #41: DWC Production Supervisor

POSITION SUMMARY

Department: Management
Level: Staff
FLSA Status: Full-Time, Non-Exempt
Reports To: Water Treatment General Manager
Supervises: 5 Direct Reports

PRIMARY DUTIES & RESPONSIBILITIES

Position Summary:

- The Production Supervisor will organize, plan, and supervise the entire Water Treatment Production department. This will include understanding material availability, initiating work orders, monitoring the production process, monitoring costs, ensuring order accuracy and ensuring we meet customer delivery expectations.

Results:

- Accurate (100%) customer satisfaction through complete oversight of the production department keeping a well-organized, cleanly, maintained production area while maintaining a customer service first approach relative to both internal stakeholders and external customers.

Procedures:

- Stay true to Duff Company's mission while accomplishing desired results when performing all assigned tasks.
- Consistent adherence to all Duff Company Policies, Procedures, and Safety Practices as documented or requested by supervisor.
- Contribute to Duff Company's exceptional culture through team effort, customer focus, and driven results as you accomplish all DWC Production Supervisor assigned tasks.
- Participation in appropriate departmental and committee meetings.
- Attendance, as required, at all Duff Company Meetings.

Essential Duties and Responsibilities: (include but are not limited to)

- Supervise all Water Treatment (WT) orders through the lifecycle including a final check before shipping to ensure 100% accuracy
- Perform data entry of all necessary WT inventory adjustments. Keep record of all WT inventory adjustments (Excel) for review and analysis to determine a potential needed change in stocking parameters, loss prevention, or work order adjustments
- Track, review, and report all necessary WT work order adjustments

- Manage the inventory cycle count procedure, assign counts, verify/check discrepancies, record, track progress and make necessary system inventory adjustments
- Oversee management of Bin locations, labels, and make necessary system updates
 - Review “no bin location” report monthly, assign bin location, update system
 - Assign bin locations for new stock items and update system
- Asset recovery for obsolete, un-used, or end of life WT items
- Track pre-built inventory, set, and monitor customer pre-built inventory levels
 - Track and monitor affected component inventory levels
- Monitor WT returns and coordinate with General Manager
- Review WT negative inventory report, manage, make necessary inventory adjustments
- Review inventory turns to make stocking location decisions
- Oversee physical space to identify opportunities to add additional storage space or other material stocking improvements
- Perform weekly inventory counts on all WT resin & chemical products
- Track and verify completion of DWC repair items and see that those items are returned to stock

EMPLOYMENT STANDARDS

Required Education:

High school diploma and equivalent work experience. Bachelor’s degree preferred.

Required Experience:

5 years supervisory experience preferably in a production environment.

Required Skills:

Supervisory Responsibilities: Yes

Language Skills: Basic. Communicate effectively internally and externally. Both verbal and written

Mathematical Skills: Basic arithmetic.

Computer Skills: Advanced

Reasoning Ability: Advance

Physical Demands: Advanced. Extended amounts of time standing and walking through the warehouse to find product availability. Lifting product up to 50 lbs. Pulling and pushing of skids on pallet jack.

Work Environment: Warehouse

Special Requirements:

N/A

Organizational Relationships:

This position will report to the General Manager of Water Treatment & Pumps. This role will interact with Inside sales, Outside sales, System design, Operations, Purchasing, and Administration as the liaison for the Production department.