



Position Title: Supervisor – Production and Assembly
Department: Manufacturing
Date: October/2021

Representative Duties:

1. Perform all responsibilities of a lead operator.
2. Schedule department production and coordinate with other supervisors.
3. Determine raw material requirements, purchase department materials and maintain accurate inventories.
4. Schedule resource needs and anticipate future department needs.
5. Supervise operators working in the department, and plan vacation time and flex scheduling.
6. Provide new employee orientation and trainings to the department and Brownmed.
7. Present ideas for cost improvements and operational efficiencies.
8. Participate in supporting Plant Manager to conduct ISO 9001 processes in Production.
9. Support management of company interface with quality auditors.
10. Cooperate with peers, supervisors, other departments and office staff.
11. Fill in for or assist other supervisors as required.
12. Manage multiple priorities and pressure with high level of urgency and a positive “can do” attitude.
13. Lift up to 50 pounds.
14. Comply with all Brownmed policies and guidelines as outlined in the Employee Handbook.
15. Report to the Plant Manager.

Required and Preferred Qualifications:

1. High School Diploma or GED required.
2. 2 years’ experience in a lead operator position at Brownmed or other supervisory experience required.
3. Experience leading teams to successful results.
4. Excellent communication skills (verbal and written) required.
5. Basic math skills required and statistics skills preferred.
6. Team participation and leadership skills required.
7. Working knowledge of computers with experience operating in a Windows environment preferred.
8. Knowledge of and commitment to TQM, ISO 9001, CE and QSR preferred.

Physical Demands/Requirements:

- Standing for extended periods of time is common.
- Ability to lift or carry 50+ pound loads, and utilize safe-lifting equipment or perform team lifts of materials.
- Kneeling, stooping, crouching is common.
- Ability to reach and grab materials and tools.

Supervisory Responsibility: YES

Location: Spirit Lake, IA

Compensation Package: Competitive salary and benefits package commensurate with experience.

Characteristics of a Brownmed Employee:

1. Works hard in teams with a positive desire to improve performance while having fun.
2. Receives feedback with an open mind to learn and improve.
3. Finds challenge and discovery in a growing organization.
4. Embraces the spirit of community with a desire to make a difference.
5. Lives an active, healthy life with a commitment to others.

Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.