



# Production Supervisor - Machine Shop

Highland, IL

## Job Summary:

The Production Supervisor is immediately accountable to the plant manager for measures of accomplishment concerning delivery, labor efficiency, overhead expense, rejects and scrap, housekeeping, and employee relations. The Production Supervisor's responsibilities are to deliver products on dates specified, to ensure products meet specified quality standards, and to ensure that products are all produced in the most cost-effective manner.

## Reports to:

Plant Manager

## Essential Duties:

- Responsible for a safe, clean, and orderly workplace.
- Make daily and long-range plans to utilize available manufacturing resources to accomplish specific objectives assigned by and within the framework of policies and procedures established by Plant Manager and/or Production Manager.
- Assure these resources are available when needed to achieve an orderly and efficient progression of the work through his/her assigned work area.
- Continuously search for and encourage his/her assigned work and implement those improvements within the limits of his/her authority.
- Make recommendations to his/her manager concerning additional resources needed to accomplish or optimize the work program.
- Order the work to be accomplished by specifically and completely communicating the instructions as to what, how, and when each assignment is to be completed. The Supervisor assures operations are set up properly, tools and equipment are in good working order, and materials to be used are of good quality.
- Resolve employee relation issues (with HR support) which include counseling discipline, pay, and termination.
- Ensure compliance with applicable departmental ISO procedures.
- Responsible for the manufacturing operating budget for the assigned work area.
- Perform all other duties as assigned.

## Requirements:

- Associate's degree in related field (preferred) or equivalent related manufacturing experience.
- Minimum of two years' experience in a production facility.
- Experience in the use of mainframe and personal computers.
- Mechanically inclined with ability to effectively resolve production issues.
- Proven leadership skills.
- Strong organization and time management skills.
- Good communication skills, both verbal and written.
- Supervisory experience preferred.



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**Contact:**

Basler Electric welcomes employment applications received directly from interested candidates. We prefer that you submit your resume in Microsoft® Word or Adobe® PDF format.

Basler Electric Company  
Human Resources  
12570 Route 143  
Highland, IL 62249-1074

Tel: +1 618.654.2341, ext. 252  
Fax: +1 618.654.2351  
Email: [employment@basler.com](mailto:employment@basler.com)

**Benefits:**

Basler offers a comprehensive benefits package which offers: Medical, Prescription, Dental, Vision, Life, and AD&D insurance; a 401k plan; paid leaves for Vacation, Holiday, Sick, Jury Duty, Bereavement; tuition reimbursement. All benefits are subject to eligibility requirements.

**Compensation:**

We anticipate filling the Production Supervisor - Machine Shop position with an expected compensation range of \$62,000 - \$76,000. We are open to reviewing additional candidates with more or less experience and the pay range may differ if filled at a different level. Our pay ranges are determined by job, responsibility, and location. Starting pay and job title are based on location and job-related factors such as candidate experience, training, knowledge, and skills.