



Rantec Power Systems Inc.
Los Osos, California

Job Description

Title: Production Cell Supervisor – General

Date: November 2021

Department: Manufacturing

FLSA Status: Non-Exempt

Reports To: Director of Manufacturing

Scope

This includes supervision of production flow, delegating tasks to fellow assemblers, labor tracking, time force entries, and load balance of production tasks within the cell. The Supervisor supports the learning and training of their Assembler. He/she focuses on developing the breadth and depth of manufacturing skills within their cell. The Supervisor will advise operators within the cell to support On-Time-Delivery, waste elimination, and improvement of product quality. This role will directly report to the Production Manager.

Essential Duties and Responsibilities

- Train, motivate, and promote workmanship quality of assemblers.
- Communicate and alert management on production stoppages and engage in production 'Stop Light' meetings.
- Support the plan and execute subassembly production schedule.
- Execute weekly and daily On Time Deliveries (OTD) activities in terms of tasks within the cell.
- Determine cell's labor priorities to support OTD. Manage/status production priorities and tasks for all assemblers within area of responsibility.
- Labor Tracking and Time Force tasks of Assemblers into Alliance.
- Maintenance/verification of employee labor/hours between Time Force & Alliance.
- Audit employee labor charge accuracy.
- Contribute to creation and review of Assembly Instructions.
- Contribute to evaluation of labor capacity and run rates for each flow line (staff as needed).
- Identify production and quality roadblocks.
- Contribute to linking defect data of production problems to problem solving.
- Support with advisement on the hiring and advancement of assemblers.
- Ability to work flexible hours and/or different shifts, if needed.
- Ability to work in a safe professional manner adhering to all regulatory requirements including OSHA, EPA, State and Federal Regulations.
- As the Company's success relies on the productivity of our team and adherence to customer product schedules, an essential function of this position is the ability to arrive to work on-time, and work each day, as scheduled.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires access to our export-controlled commodities, technical data, technology and services. These items are restricted under the International Traffic in Arms Regulations (ITAR) to U.S. Citizens, Lawful Permanent Residents of the U.S. and properly licensed foreign persons. Therefore,

employment is contingent on compliance with ITAR regulations and successfully obtaining and maintaining the necessary export authorization license from the U.S. Department of Commerce's Bureau of Industry and Security, U.S. Department of State's Office of Defense Trade Controls, or other applicable government agency.

Education and Experience

- High School diploma or equivalent.
- 2+ years directly related experience in Manufacturing work environment.
- Maintain Solder Skills certification.
- Follow engineering drawings and work instructions.
- Computer skills including programming aptitude and Microsoft Windows software suit.
- Mechanical ability to perform equipment setup, adjustment, and maintenance.
- Communication skills sufficient to instruct others in various operations of the job.
- Leadership skills during product improvement problem solving.
- Critical visual observation skills, ability to recognize defects in assemblies.
- Ability to apply logical thought processes to identify and solve problems.
- Ability to work in a fast-paced situation under production schedules.
- Ability to work flexible hours and/or different shifts, as required.
- Ability to work in a safe professional manner adhering to all regulatory requirements including OSHA, EPA, State and Federal Regulations.
- As the Company's success relies on the productivity of our team and adherence to customer product schedules, an essential function of this position is the ability to arrive to work on-time, and work each day, as scheduled.
- Perform other duties as assigned.

Physical Requirements

The physical demands described here are representative of those to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work within a factory environment, including moderate noise and chemical odors
- Moving between sitting, standing and walking
- Lifting up to 25 pounds periodically throughout the day
- Specific vision abilities required by this job close vision, distance vision, peripheral vision, depth perception and the ability to focus, with correction, if needed, to perform hand soldering and wiring of assemblies.

Rantec is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, or status as a protected veteran. Rantec will consider reasonable accommodation to its policies for employees and applicants due to sincerely held religious beliefs.