



The Lighthouse for the Blind, Inc.

Title: Production Supervisor (Annex)

Location: Seattle, Washington

Dept.: Operations

Reports to: Defense Division Manager

Hours: Full-Time, M/F, Days

Salary: Equivalent to knowledge, skills, abilities, and experience

SUMMARY:

The successful Production Supervisor (Annex) will manage all facets of production, primarily AbilityOne, in the Injection Mold Shop, E-Tool, Canteen Cup, Molle Hydration areas, including meeting manufacturing goals and maintaining production schedules, employee safety, building security, complex troubleshooting and decision making. Supervises, develops, trains, motivates and evaluates employees. Oversees functions that directly support production personnel. Maintains an overall vision in conjunction with organization/departmental mission, goals, and objectives.

ESSENTIAL JOB FUNCTIONS:

- Supervision of production personnel to include planning, organization, development, training, evaluating and coordination of all activities as related to production responsibilities. Maintain a high level of morale by setting the required standard and consistently rewarding for teamwork, attention to detail, accuracy and efficiency
- Responsible for ensuring product manufacturing with maximum quality and efficiency within established timelines
- Directly supervise personnel in a production environment including hiring, evaluations, training, work assignments, disciplinary actions, upward mobility and maintain related documentation/records in support of both customer requirements and employee goals and all other related activities
- Collaborate effectively with the ECS and HR Departments to ensure training, education and supports are in place to meet employee goals
- Responsible for assisting in the development and implementation of policies/procedures within an established time frame that will ensure adherence to departmental/organizational practices and policies. Participate in every shop meeting by

ensuring employees attend, taking attendance, answering questions and supporting the facilitator

- Responsible for requisitioning supplies within purchase authority limits
- Maintain hands-on awareness of manufacturing processes, capabilities and constraints to provide new ideas and suggestions to improve and maintain systems with valid and thorough information that helps to make the organization more competitive and efficient
- Provide direction and decision making for a wide variety of unplanned issues that may require immediate attention
- Maintain an overall vision that supports the Lighthouse mission by communicating with employees on a regular basis, (i.e. shop meetings, small group activities and individually)
- Foster and maintain safe and secure work environment
- Possess conceptual understanding of tooling lay outs and blue prints
- Ensure that quality remains in compliance with internal and external customer requirements
- Directly supervise personnel in the Injection Mold, E-Tool, Canteen Cups, and Molle Hydration Production areas. These responsibilities include:
 - 1) Understanding, implementing and supporting Lean-manufacturing concepts and the AS9100 Business Management System.
 - 2) Assist in continued development and improvement of the department lay-out as it pertains to Lean manufacturing.
 - 3) Manage established training program for assigned departments.
 - 4) Assist in the selection of new equipment.
 - 5) Oversee the development and cataloging of shop aids and tools.
 - 6) Communicate with other departments and Mold Shop customers to ensure their requirements are met and concerns are addressed.
 - 7) Assist in evaluating the feasibility of new parts for production
- Other duties as assigned

MINIMUM REQUIREMENTS:

- Understanding, implementing, and supporting Lean manufacturing concepts and the AS9100 Business Management System. Prior experience on a AS9100 internal audit team. Proven ability to organize, develop, and coach employees as well as monitor and assess progress and performance
- Proven communication skills to effectively establish and maintain working relationships with coworkers, managers, customers and other stakeholders. Ability to clearly

communicate ideas and expectations, and request and listen to feedback. Ability to participate effectively in the management/lead team meetings.

- Assist in continued development and improvement of the department lay-out as it pertains to Lean-manufacturing and accessibility. Demonstrated understanding of quality requirements.
- Five years manufacturing experience is required. Demonstrated leadership skills and ability is required, however acquired. Prior lead or supervisory experience is preferred.
- Has demonstrated initiative for professional and personal growth, through on the job experience, through coursework or classes for example. Has high self-awareness and accepts feedback constructively. Willing to take classes, learn on the job and develop skills to succeed.
- Ability to work well with all levels and all departments within the Lighthouse.
- Ability to work with diverse employees from all backgrounds, many that may require special communication methods, i.e., Braille, large print, interpreter, voice only. Experience working with people with disabilities. Is a role model for the mission and Lighthouse values

Though you may meet the requirements for work eligibility in the United States, this position requires that you meet special government/military compliance regulations (ITAR-International Traffic in Arms Regulations). This means you must be able to provide legal documentation as a U.S. citizen, U.S. permanent resident alien, or other ITAR compliant status.

Equal Opportunity Employer, Male / Female / Persons with Disabilities / VEVRAA

FEDERAL CONTRACTOR

[To Apply](#)

Send Resume:

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