



**SL Tennessee (SL TN)**  
**Job Description**

<b>I. Overall</b>			
<b>Job Title</b>	SMD Production Supervisor	<b>Department</b>	SMD Production
<b>Report to</b>	SMD Production Manager	<b>Location</b>	SMD Room
<b>Type of Position</b>			
<input checked="" type="checkbox"/> Full-time	<input type="checkbox"/> Part-time	<input type="checkbox"/> Contractor	<input type="checkbox"/> Intern

**II. Detail Description**

**II-1. General Description**

1) The SMD Production Supervisor is responsible for the development of the production group leaders and operators and is the key personnel to supervise all production activities, resources, schedules, and equipment to achieve targets.

**II-2. Key Roles and Responsibilities**

- 1) Supervise production team members
- 2) Responsible for initial root cause analysis of defects and downtime as well as forming the temporary countermeasures
- 3) Ensure the quality of the product by monitoring the compliance of quality requirements/criteria
- 4) Verify all start-up activities are done correctly such as checksheets, correct material being loaded, and coordinate with the technical team to resolve issues
- 5) Responsible for ensuring that the production plan is achieved and communicating any failures to the production planner
- 6) Responsible for communicating with support departments such as the Warehouse team and collaborating as necessary
- 7) Responsible for training production staff to increase their skill level
- 8) Verify team members are wearing/utilizing all required PPE (ESD shoes, straps, gloves, glasses, smocks, jackets, hats).
- 9) Escalate all scrap, downtime, safety, etc issues according to the escalation policy
- 10) Verify all 6S duties are completed by team members
- 11) Perform other activities as requested by Manager
- 12) Comply with the quality and environment standards procedures and instructions (those applicable)
- 13) Implement continuous improvement programs in the production area
- 14) Ensure that all MES data is being entered accurately
- 15) Responsible for inventory control in the production storage locations
- 16) All activities generated as a result of change, requirements and improvements in the process of applicable areas

**II-3. Job Requirements**

**II-3-1. Work Experience**  
1) 2-3 years of supervisor experience in automotive manufacturing

**II-3-2. Education**  
1) Bachelor's Degree or Equivalent preferred

- II-3-3. Knowledge Skills and Abilities**
- 1) The ability to work with minimal supervision
  - 2) Ability to complete assigned projects on time in a changing environment
  - 3) Demonstrate good ethical characteristics and behaviors
  - 4) Basic Microsoft Office Skills
  - 5) Quality and environmental systems
  - 6) Handling of chemical substances and hazardous residues
  - 7) Control of spilled substances
  - 8) Handling of equipment against fire
  - 9) Emergency programs
  - 10) Basic knowledge about Lean Manufacturing and its tools
  - 11) Problem solving techniques
  - 12) Leadership skills, communication, human relations
  - 13) Supervision
  - 14) Legal aspects
  - 15) Internal work regulations
  - 16) Basic process tools : PFMA's and PCP's
  - 17) Quality and environmental procedures and instructions of the area Continuous improvement programs

**III. Revision History and Signature on File**



### SL Tennessee (SL TN)

Revision	Original	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>
<i>Written By</i>	Joel Chong					
<i>Date</i>	10/4/2019					
<i>Approved By</i>						
<i>Date</i>						