



JOB POSTING
Assembly & Finished Goods Supervisor

REPORTS TO: General Manager
DEPARTMENT: Manufacturing Facility

JOB SUMMARY: This is a working supervisory position leading the Ag Manufacturing Assembly staff to safely and cost effectively produce quality products and services.

DUTIES & RESPONSIBILITIES: Responsibilities include problem solving; training employees; assigning, directing and checking work; addressing complaints and communicating information to staff, peers and management.

Specifically:

1. Embrace and lead company core values by example and through integration into all team activities and discussions.
2. Coordinate & support production activities for R&D, final assembly & Packaging of finish goods to ensure materials, documents and processes are compliant with established McFarlane Mfg. Co. practices and procedures.
3. Collaborate with peer Supervisors, Leads and staff to drive safety, production flow, organization, efficiency for area; continually improving staff, work areas & processes.
4. Anticipate and recognize people, process and tool issues with sense of urgency towards resolution and related communication up, down and across with appropriate parties to find and implement solution(s).
5. Ability to constructively train and lead staff as needed to safely produce high quality parts.
6. Establish quality systems and related proactive audits to ensure 100% quality product and shipments.
7. Practice safe work habits and follow general safety procedures such as proper lifting and bending, ergonomics, proper use of equipment and use of personal protection equipment (PPE); demonstrate accountability for all safety procedures; enforce McFarlane Mfg. Co. safety standards and policies, leading by example.
8. Openly communicate, encourage and support team; Facilitate staff meetings and daily stand-ups utilizing corrective actions, near miss reports and other inputs as needed.
9. Manage staff performance, attendance & timekeeping, development and corrective action to achieve goals.
10. Perform additional duties as assigned.
11. Regular attendance is an essential function of this position.

EDUCATION/EXPERIENCE:

1. Minimum of High School Diploma or equivalent.
2. Prior experience or training in manufacturing environment with mechanical assembly.
3. Prior supervisory experience implementing continuous improvement initiatives preferred.

SKILLS & ABILITIES:

1. Must be able to lead team effectively; using sound judgment to make decisions.
2. Must be able to use and understand simple mathematics, using addition, subtraction, fractions and decimals.
3. Must be able to read shop drawings.
4. Must have working knowledge of power or hand tools.
5. Must be forklift and overhead crane certified.
6. OSHA 10 training, preferred.
7. Ability to encourage and exhibit respect and trust while holding self and staff accountable to expectations.
8. Ability to effectively use Microsoft Office, Excel, Outlook.
9. Ability to read and understand written documents, such as safety rules, operating and maintenance instructions, and procedure manuals and disseminate information appropriately to staff.

SAFETY REQUIREMENTS:

Must be able lift 75 lbs.; Active position requires ability to walk, bend, reach, push, pull, stoop, squat, and climb, as necessary; must wear PPE in the production area. Will use computer monitor and keyboard. Job requires close vision and distant vision, ability to talk and hear. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Competitive benefits offered to full-time staff include health, dental, life and disability insurances, 401k, Paid Time Off, Flexible Spending, Paid Training Opportunities, Generous Employee Discount and more! To be considered for this opportunity please send resume to or apply in person at: McFarlane Mfg. Co., P.O. Box 100, 1330 Dallas Street, Sauk City, WI 53583, 608-643-3976 (fax); apply online at www.mcfarlanemfg.com or email to HR@mcfarlanemfg.com