

# Positions Open NOW!

• EXPERIENCE REQUIRED •

## Production Supervisors CNC Operator



- Generous Signing Bonus
  - Safe & Clean environment
  - Benefit Credit \$700/mo.
- 4-day Work week
- Day or Night Shift

See complete job descriptions at

[www.jonesmetalproducts.com](http://www.jonesmetalproducts.com)

Apply in Person or send a Resume to:  
[humanresources@jonesmetalproducts.com](mailto:humanresources@jonesmetalproducts.com)  
FAX: 507-625-4542

3201 Third Avenue, Mankato MN 56001  
Office hours: Mon. - Fri. 8:00 am - 4:00 pm

*An Equal Opportunity Employer*



Jones Metal Products, Inc. has been providing high quality custom metal fabrications to customers since 1942. Located in Mankato, MN, we are proud to support and promote manufacturing careers in our community.

Jones Metal Products, Inc. offers competitive wages, a comprehensive benefits package, a clean working environment, and opportunity to grow within the company.

To apply for the position listed below, please send your resume to [humanresources@jonesmetalproducts.com](mailto:humanresources@jonesmetalproducts.com), or fax it to 507-625-4542.

**Position Available: Production Supervisor**

**Reports To:** Operations Manager

**Hours:** 1<sup>st</sup> Shift 6:00 am – 4:30 pm Monday – Thursday or  
2<sup>nd</sup> Shift 4:30 pm – 3:00 am Monday - Thursday

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**Position Summary:**

Supervises and coordinates activities of all employees within his/her area(s) of responsibility. Leads by example to promote the highest levels of safety, quality, productivity and on-time delivery of product.

**Essential Duties and Responsibilities:**

1. Actively demonstrates and promotes Company values.
2. Promotes a positive and professional work environment, and participates in culture building events.
3. Performs work safely, follows all safety rules, uses required PPE, reports all accidents and near accidents, and attends required safety training.
4. Directly supervises all employees within his/her area(s) of responsibility. Monitors progress, evaluates performance, promotes personal and professional development and issues disciplinary actions when appropriate.
5. Coordinates with the Production Manager and Master Scheduler to determine production priorities and schedules.
6. Monitors production schedules, to ensure that product is shipped on time and in accordance with customer expectations.
7. Assigns work to individuals and/or departments, and monitors progress of work through production, finishing and shipping.
8. Coordinates and collaborates with individuals in all departments of the company,

fostering a high level of inter-departmental communication and cooperation, to resolve production problems; and facilitates communication between shifts.

9. Monitors quality of items produced, using established inspection techniques and Statistical Process Control, to assure that all products meet customer requirements
10. Promotes and enforces all aspects of the Safety Program including completing injury reports, investigating accidents and near misses, managing emergencies, and ensuring that all direct reports receive appropriate safety training.
8. Promotes and enforces all Company policies included in the Employee Handbook.
9. Investigates and recommends continuous improvement actions, such as procedure changes and new equipment or technology, to effectively control costs, improve efficiency, improve production processes, and enhance product quality.
10. Performs lockout/tag-out procedures and minor maintenance on equipment, and submits maintenance work orders or contacts vendors when more complex repairs are needed.
11. Initiates recommendations for training, wage changes, discipline and other employee matters, and participates in the creation of company policies which affect department employees.
12. Participates in establishing performance plans and goals for individual direct reports and production departments to support overall company objectives.
13. Maintains a high degree of confidentiality regarding company processes, customer product development, company finances, and all other 'company private' information.
14. Performs related duties as required.

**Minimum Qualifications:**

- Bachelor's degree in Business Operations or similar field;
- At least 2 years supervisory experience in manufacturing or metal fabrication; experience in a "job shop" environment is preferred;
- Or an equivalent combination of education and experience.
- Experience with ISO Principals and Procedures is desired.
- Experience with Lean Manufacturing Practices is desired.

**Required Skills, Knowledge and Abilities:**

- Knowledge of metal fabrication, welding, paint and shipping practices.
- Able to solve manufacturing problems through use of standard measuring, shop math, engineering standards.
- Knowledge of measuring devices, gauges, geometric dimensioning and tolerancing.
- Ability to read and interpret documents such as blueprints, safety rules, operating or maintenance instructions, and procedure manuals.
- Ability to positively effect and lead change.
- Ability to identify and solve technical and scheduling issues.
- Ability to communicate and interact with a wide range of personalities.
- Ability to perform computer functions as they pertain to this job including but not limited to: Microsoft Word and Excel, JobBOSS and UniPoint.
- Knowledge of general OSHA standards and safe work practices.
- Ability to maintain a high level of accuracy and attention to detail.
- Ability to understand and communicate in English to the extent necessary to perform all functions of the job.

**Physical Demands and Work Environment:**

- Light to moderate physical effort required.
- Frequently is required to sit; occasionally required to stand or walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.
- Must occasionally lift and/or move up to 25 pounds.
- Frequently required to talk and hear. Position requires use of telephone.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. Position requires frequent use of a computer monitor.
- Work performed in both an office and a shop environment; employee is exposed to dust, odors, fumes, heat, loud noise and other elements.
- Use of proper protective equipment as required or recommended in shop area: eye protection, hearing protection, safety footwear.

***Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.***

This job description is subject to change as the needs of Jones Metal Products, Inc. and the requirements of the job change.