

## **UPVC Production Supervisor (Working)**

The **Production Supervisor** will be responsible for overseeing and managing a smooth, efficient, and high-quality UPVC production facility. This role ensures that windows and doors are manufactured to the highest standard, within agreed timescales, and in line with company policies, health & safety, and customer requirements.

### **Responsibilities and Duties**

#### **Production & Planning**

- Create and implement daily, weekly, and monthly production schedules.
- Confirm production and delivery dates before manufacturing begins.
- Monitor production timelines, standards, and quality controls, identifying areas for improvement to maximise efficiency.
- Use the production manager function in Window Designer for full production control.

#### **Manufacturing & Quality Control**

- Oversee the full manufacturing process, ensuring products meet the highest possible quality standards.
- Maintain strict quality control procedures to minimise issues and establish preventative processes.
- Ensure staff are checking all products are blemish-free, correctly sized, and meet customer specifications.
- Ensure finished goods are wrapped or protected appropriately for delivery.

#### **Resource & Materials Management**

- Determine materials and workforce requirements to meet production schedules.
- Ensure all production staff have a full toolkit; replacements are the responsibility of staff unless due to fair wear & tear.

#### **Team Management & Training**

- Lead daily team briefings to ensure all staff understand their tasks and priorities.
- Ensure scan stations are used correctly for traceability and stock updates.
- Manage staff performance including timekeeping, holiday planning, absences, and appraisals.
- Motivate, support, and guide employees to deliver their best performance.

#### **Compliance & Health & Safety**

- Ensure machine checks are carried out daily and documented, report faults immediately to Senior Management.
- Maintain a safe, clean, and tidy factory environment.

- Identify and report health & safety risks to the Health & Safety Manager.

### **Reporting & Communication**

- Address issues and obstacles promptly, escalating to senior management when necessary.
- Participate in weekly senior management meetings, reporting on production performance and challenges.

### **Quality Standards – All products must:**

- Be free from blemishes, marks, or scratches.
- Have correctly fitted fixings, reinforcements, hardware, and accessories.
- Be the correct size, colour, and design as per customer order.
- Have smooth, correctly covered openings and rebates.

Job Types: Full-time, Permanent

Benefits:

- Company pension
- Health & wellbeing programme
- On-site parking

Work Location: In person