



JOB DESCRIPTION

JOB TITLE: Electronics Manufacturing Supervisor

FACILITY: 101 Industrial Drive

FLSA STATUS: Exempt

POSITION REPORTS TO: Manufacturing Manager

OVERALL PURPOSE

Thriving at PINE Electronics requires embracing the Pine Vision of Success:

Lead with Compassion - Follow with Respect - Interact with Integrity - Labor with Diligence - Invest with Wisdom

JOB SUMMARY

The **Electronics Manufacturing Supervisor** position is responsible for providing leadership and supervision to electronics manufacturing personnel in order to support the needs of PINE Electronics.

Note: Nothing in this position description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

ESSENTIAL FUNCTIONS

1. MANUFACTURING AND TECHNICAL:

- Manage production operations, including all activities of the shop floor and follow established procedures and approved processes.
- Follow safety and environmental regulations
- Comply with Quality Management System procedures and requirements
- Support prototyping activities of new product development
- Facilitate the successful transition of new products and technology into the production arena
- Participate in concurrent engineering design reviews.
- Evaluate drawings, specifications and other documents.
- Responsible for maintaining routings/manufacturing instructions
- Prepare quotes, compose and submit appropriation requests for tools and equipment

2. SUPERVISION - EMPLOYEES PERFORMING THE FOLLOW FUNCTIONS:

- Reading and understanding of work orders, production drawings and sample assemblies
- Electronics component preparation
- Assembling of electronic components, subassemblies, products, or systems
- Utilization crimp, stake, screw, bolt, rivets, solder, cement, press fits, or perform similar operations to join or secure parts in place, using hand tools, power tools, machines and equipment
- Positioning and aligning parts in specified relationship to each other in jig, fixture, or other holding devices
- Operation of drills and drill presses
- Following safety and environmental regulations
- Complying with Quality Management System procedures and requirements
- Cross training in machine operation and programming within other technical areas (e.g., hand soldering, wave soldering, selective soldering, automatic inspection)



Pine Electronics, Inc.
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QUALIFICATIONS

EDUCATION/EXPERIENCE AND/OR TRAINING

- AAS/BS in a technical / engineering related discipline
- 5+ years of experience in manufacturing, manufacturing management, preferably in a process-oriented operation and/or related industry

SUPERVISORY-RELATED KNOWLEDGE/EXPERIENCE

- Ability to train, develop and evaluate subordinates, including corrective action as necessary in accordance with company policy
- Ensure compliance with current federal, state and local regulations. Consult with Human Resources Department as appropriate
- Knowledge of employee performance review process
- Ability to recognize gifts and abilities of subordinates and empower to achieve production goals
- Assistance in resource planning to meet manufacturing schedules
- Embracing of "cautious yet continuous" improvement mindset for production related processes
- Identify, recommend and implement changes to improve productivity, costs and rework

WORK-RELATED KNOWLEDGE/EXPERIENCE

- Familiarity with basic measuring tools, electronics and mechanical assembly tools
- Familiarity with IPC-A-610 and related workmanship standards and best practices
- Familiarity with Six Sigma or related statistical analysis tools
- Knowledge of Manufacturing Quality Management (QMS) / ISO 9000 standards
- Knowledge of Enterprise Resource Planning (ERP) and related manufacturing management tools
- Familiarity with concepts of manufacturing electronics equipment such as Pick and Place (P&P), wave soldering, reflow ovens, stencil printer, automatic inspection (AOI), ovens, batch cleaning system, Cut and Clinch (C&C), customer supplied test software

We are an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.

To be considered for this position, you must apply at www.pacareerlink.pa.gov/, posting # 13200400.