

MANUFACTURING SUPERVISOR

Position Overview:

The Manufacturing Supervisor is responsible for overseeing day-to-day manufacturing operations across assigned production areas, ensuring safe, efficient, and high-quality production while supporting workforce development and reentry outcomes. This position provides leadership to staff and incarcerated workers, coordinates with institutional personnel, and supports a variety of manufacturing operations including print, metal fabrication, woodworking, garment production, assembly, and special projects. The Manufacturing Supervisor plays a key role in balancing production goals, customer satisfaction, workforce training, and operational compliance.

Key Responsibilities:

Security & Compliance

- Collaborate with MDOC staff to ensure incarcerated workers arrive on time and are prepared for daily production activities.
- Maintain professional communication and coordination with MDOC personnel regarding operational needs and workforce matters.
- Coordinate with MDOC case managers and the Reentry Team regarding worker participation, performance, transitions, and release planning.
- Ensure compliance with all MAGCOR, MDOC, and facility safety policies and procedures.
- Assist in responding to workplace incidents, safety concerns, equipment issues, and operational emergencies.

Accounting & Reporting

- Direct daily production activities to ensure efficiency, quality, and on-time completion of customer orders.
- Monitor workflow, staffing assignments, and production schedules across assigned manufacturing operations.
 - Support multiple production environments including print, metal fabrication, woodworking, garment manufacturing, assembly operations, and other special projects.
 - Conduct routine shop walkthrough to evaluate productivity, quality standards, safety practices, and equipment utilization.
- Recommend process improvements that increase efficiency, reduce waste, and improve product quality.
- Assist with implementation of new manufacturing programs, equipment, and production processes.

Purchasing & Inventory Control

- Monitor inventory levels to ensure uninterrupted production.
- Coordinate requisitions, quotes, purchase requests, and material ordering activities.
 - Verify incoming shipments and maintain accurate inventory records.
 - Coordinate equipment maintenance and repairs to minimize downtime.
- Assist with evaluating equipment purchases and capital improvement opportunities.

Accounting & Reporting

- Ensure accurate production records, inventory reports, and operational documentation.
- Assist with customer order tracking, billing support documentation, and production reporting.
 - Submit required weekly and monthly operational reports to management.
- Verify incarcerated worker payroll information and support staff payroll documentation as required.
 - Assist in resolving inventory, purchasing, or accounting discrepancies.

Customer Service & Project Coordination

- Communicate professionally with customers, vendors, and internal stakeholders.
- Provide updates regarding production schedules, order status, delivery timelines, and project requirements.
- Support customer satisfaction efforts by ensuring quality standards and delivery commitments are met.
- Collaborate with management on special manufacturing initiatives and business development opportunities.

Workforce Development & Reentry Support

- Supervise and mentor incarcerated workers in a professional manufacturing environment.
- Promote workplace habits that support long-term employment success, including attendance, teamwork, quality, and accountability.
 - Coordinate with the Reentry Team to support workforce readiness, release planning, and successful transitions to employment after incarceration.
- Encourage skill development and participation in training opportunities that enhance employability and career pathways.

QUALIFICATIONS:

- Experience in manufacturing supervision, production management, operations leadership, or a related field.
- Strong leadership, communication, organizational, and problem-solving skills.
- Ability to manage multiple priorities and production activities simultaneously.
 - Experience with inventory management, purchasing, quality control, and production scheduling preferred.
 - Knowledge of manufacturing processes and production environments.
- Comfortable working within correctional settings and collaborating with institutional staff.
- Valid driver's license and ability to travel between facilities as needed.

WORK ENVIRONMENT:

This position requires regular movement throughout manufacturing facilities and production environments. The Manufacturing Supervisor may be exposed to industrial equipment, warehouse operations, production machinery, and correctional facility settings. This position requires hands-on involvement in manufacturing operations and workforce supervision.

Email Resume to: dhenry@magcor.org