

CLEANROOM SUPERVISOR

Cleanroom Supervisor needed to supervise all shift operations to coordinate activities of workers engaged in operating tools in the manufacturing of eMagin's displays. This role directly supervises manufacturing employees in eMagin's cleanroom and is required to spend between 8-10 hours in the cleanroom.

RESPONSIBILITIES

- This role is required to spend 80% of shift in the cleanroom with staff.
- Oversee operators and technicians to ensure production schedules are met on time; proactively work to prevent production delays and issues.
- Hold daily production meetings to ensure communication and transparency with staff.
- Ensure SOPs are followed.
- Ensure the working environment is clean, organized, and safe for employees always; understand and ensure team complies with company safety policies and basic work practices.
- Establish and/or adjust work procedures and employee schedules to meet production requirements.
- Inventory supply stock based on production schedules and existing material inventory in storage area to ensure operations run continuously.
- Proactively implement measures to improve production methods, equipment performance, quality of product, etc.
- Follow up on approved work orders from engineers and project managers.
- Inspect all materials and equipment to detect malfunctions and adhere to all safety policies and procedures.
- Strive to achieve and exceed process quality targets (process yield, on-time delivery, quality, scrap, and completion %)
- Partner with QA team on supporting all 5S initiatives and implementing and enforcing quality standards.
- Maintain excellent communication and working relationships across all departments and levels.
- Carefully review employee timekeeping records to ensure accuracy of hours, including mapping of overtime hours to specific projects; review staff attendance and punctuality – manage employees with repetitive absences and/or lateness issues.
- Assess the work performance of employees and identify areas that need improvement.
- Coordinate training and onboarding of new hires to make sure they understand their roles.
- Work with management on cross-training initiatives.
- Contribute to, and in some cases lead, CIP projects as directed by management.
- Set goals for employees and ensure they comply with the company's plans and vision.

REQUIREMENTS

- Associate's degree, or 8+ years of relevant experience, knowledge, and skills that will enable the candidate to perform the tasks of the job proficiently.
- At least 8 years of recent supervisory experience; experience managing a staff required.
- Must be able to create a positive environment, fostering a sense of collaboration and accountability, and create a healthy, motivating work environment.
- Experience in manufacturing and R&D fabrication facility, a +.
- Highly energetic with extreme attention to detail.
- Must be process improvement-oriented and be able to work in a team environment.
- Must have MS Office skills.
- Must be able to stand, lift, climb and bend in a manufacturing environment.
- Must be committed to a continuous improvement in culture.
- Highly motivated to continuously drive to exceed all targets.