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## Position Description

Job Title:	Production Shift Supervisor	Department	Manufacturing
FLSA Status:	Non-Exempt	Reports to:	Plant Manager
EEO Code:		Creation Date:	June 3, 2022

### SUMMARY

As a Production Shift Supervisor, you will lead and direct all aspects of production on the assigned shift. Directly, and through subordinate staff, you will be responsible for the safety, training, and development of our production teams. You will serve as a Leadership resource to your Working Team Leads by providing knowledge, experience, motivation, support and advice. The Production Shift Supervisor is responsible for coordinating and assisting the activities of production personnel/teams as well as being an independent problem solver in order to meet customer delivery, quality and cost requirements, as well as the overall goals and objectives of the organization.

### Essential Job Duties & Responsibilities:

- Oversee departmental personnel by making daily decisions regarding the scheduling of people, equipment and materials to achieve delivery, quality and cost objectives.
- Carries out supervisory responsibilities for production and / or manufacturing in accordance with the organization's policies and applicable laws. Plays an active role in hiring, training employees; planning, assigning and directing work. May be involved in appraising performance; rewarding and disciplining employees; addressing and initiating corrective action measures to address complaints and resolve problems.
- Explain and enforce company policies and rules; maintain discipline, morale and harmonious employee relations, administer disciplinary action for rule violations, misconduct, absenteeism, or deficient performance.
- Make recommendations on hiring and developing high potential employees by mentoring and providing training paths.
- Lead weekly department shift meetings with all personnel and daily meetings with WTL's to stay ahead of ongoing issues & audit their responsibilities.
- Develop and maintain training standards with Leads, Operators, Pulpers and Packers in the areas of safety, quality and productivity.
- Track performance expectations: making sure that daily shift responsibilities are being met and monitored.



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- Identify production shortfalls early & work with Plant Manager to course correct
- Communicates with cross functional departments as required (Buyer, Maintenance, Customer Service, HR, Engineering, etc.)
- Monitors on-time delivery performance and supports review of quality problems (both customer complaints and internal CARs) with production employees to identify root cause, and implementation of training directives to prevent re-occurrence of the issue.
- Maintains initiatives designed to increase safety awareness with the production department by ensuring safety audits are routinely performed, identifies safety improvements, actively participates in the safety team and is an active resource to the safety program.
- Monitors key performance metrics such as scrap, downtime and throughput, and identifies and implements improvements to drive results.
- Works with Team Leads if safety issues originate in their areas and ensure injury reports are completed correctly.
- Provides training as needed to communicate safety practices and policies.
- Implement and monitor workplace organization by continuously seeking out cost reductions and recommending improvements to procedures, processes, equipment and layout.
- Performs all other duties as assigned or needed.

### QUALIFICATION REQUIREMENTS

- High School or GED plus 3 to 5 years' experience in a manufacturing environment. Or
- Bachelor's degree
- Minimum of 5 years' experience in a team leader or supervisory positions
- Possess strong interpersonal skills to relate with all members of the team.
- Ability to write routine reports and complete necessary production forms, proficient in MS office applications
- Excellent Supervisory and Time Management skills required
- Excellent Problem Solving and Communication skills required
- Independent decision making required in the communication of daily production activities, quality and cost objectives.

### WORKING CONDITIONS AND PHYSICAL EFFORT

The work environment characteristics described here are representative of those the incumbent encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The position requires the ability to stand, walk, and/or sit.
- The incumbent must be able to use their hands to finger, handle and touch materials, parts and equipment.
- The position requires the ability to both talk and hear.
- Required to lift 10 pounds frequently; and pushes and/or lifts to 40 pounds occasionally.
- Although not typically performed, the incumbent is required when lifting over 40 pounds to use



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prescribed methods which include material handling equipment

- Specific vision abilities required by this position include close and distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- In the production environment, the position is frequently exposed to work near moving mechanical parts with occasional exposure to fumes and/or airborne particles.
- May infrequently be exposed to work in high, precarious places, and may be at risk of electrical shock, or exposed to heat and vibration.
- The noise level in the production work environment is usually loud.
- Employees are expected to comply with existing safety procedures including but not limited to proper lifting mechanics, use of protective equipment, lock-out-tag-out, forklift operation policies, and maintaining a safe work environment.
- Required to wear proper safety eyewear, hearing protection, and steel-toed shoes always while on the plant floor.