



## ***Job Description – Shift Supervisor***

### **Purpose & Scope**

The purpose of this position is to direct Operators and manage the production floor to meet the company's objectives and goals in the most efficient and productive way possible.

### **Duties and Responsibilities**

The responsibilities of the Production Supervisor include but are not limited to the following;

- Safety – adheres and contributes to plant safety programs and ensures compliance with good manufacturing practices (GMP's)
- Quality – driving quality improvements in waste reduction, auditing finished goods, preparing finished product to move to the warehouse, and regularly identifying and addressing opportunity for improvement
- Delivery – working with customer service & scheduling to consistently meet delivery commitments
- Data collection and reporting – use and mastery of IQMS and other tools to meet business needs
- Personnel – managing daily task delegation, training, development, performance evaluation, disciplinary issues, and payroll for all operators on assigned shift
- Engineering – working closely with Manufacturing Engineering and Maintenance on identifying potential problems, streamlining processes, and implementing improvement suggestions and activities

### **Organizational Relationships**

Reports to Plant Manager. Is responsible for managing the Operators and Lead Operators. Will have a close working relationship with Technicians, Maintenance, Manufacturing Engineering, Engineering, Customer Service and all direct and indirect associates.

### **Working Conditions**

- 80% manufacturing, 20%, office environment
- Ability to lift 50 lbs.
- Able to stand for 6-8 hours/day and full motor movement to operate all work centers
- This is a salary position that requires the flexibility to work additional hours if necessary to complete critical goals.

### **Education & Training**

- Associates' Degree or higher preferred, equivalent professional experience considered

### **Technical Knowledge Skills & Experience**

- Computer skills
- Mathematics
- Clear and concise mastery of English, written and spoken

- Previous IQMS experience preferred, but not mandatory

### **Managerial Skills & Experience**

- 3 years' minimum experience managing people
- Willingness to take ownership of results and outcomes
- Exposure to Lean Manufacturing practices
- Profile must support a consistent team-building leader that can manage through respecting subordinates while growing a strong team
- Ability to speak comfortably in front of groups while presenting data and influencing behaviors
- Critical thinking skills
- Root cause analysis
- Desire to drive continuous improvement
- Demonstrated potential for professional advancement

### **Special Requirements (Physical, etc)**

- N/A

### **Quality Management System Requirements**

- All employees are responsible for knowing the Quality Policy Statement, how their job supports the statement and quality objectives.
- All employees are responsible for product identification.
- Refer to 'Document/Job Function Matrix' (a cross reference of all ISO documents with job titles) for specific documents related to their job positions.