



Job Description: **Shift Supervisor**
Reports to: Lead Shift Supervisor or Plant Manager
Direct reports: As noted on organizational chart

Position Overview

The Shift Supervisor will oversee direct reports in the execution of the production plan to meet the company's objectives and goals while maintaining safety as our top priority, followed by product quality and productivity.

Position Responsibilities/Essential Functions

- Safety is everyone's responsibility. Practice and follow plant safety programs and ensure compliance with good manufacturing practices (GMP's)
- Follow our quality management system and work instructions to reduce scrap through early detection and management of the auditing of finished goods. Direct resources to minimize scrap and control waste
- Understand and execute the production plan set by scheduling to meet delivery commitments
- Complete quality inspections to ensure manufactured product meets both customer and internal requirements
- Contain and document non-conforming product
- Maximize productivity and reduce unabsorbed labor through supervision and reporting of available resources including labor, materials, finished goods, and equipment
- Use IQMS to ensure correct production, scrap, and labor coding as well as accurate production paperwork
- Act as coach and facilitator in the delegation of daily tasks, create performance evaluations for review, and administer payroll for all direct reports on assigned shift
- Prepare disciplinary documentation for review and play an active role in resolving disciplinary issues
- Regular, on-time attendance at work is an essential function of every job at Dymotek
- Support the organization's needs in various functions

Minimum Qualifications/Skills

- Personal core values that align with Dymotek's core values of living Dymotegrity, taking ownership, respectfully speaking your mind and possessing a passion for winning
- Associates degree in business or equivalent work experience
- Experience in direct supervision of hourly employees
- Ability to work independently
- Willingness to take ownership of results and outcomes
- Initiative, attention to detail, and the ability to work as a team player
- Ability to speak comfortably in front of groups while presenting data and influencing behaviors
- Must possess critical thinking skills
- Familiarity with Microsoft Word and Office
- Exhibit high ethical standards and act in a trustworthy manner

Highly Desirable

- ISO 9001/13485 knowledge
- Working knowledge of SmartSheet and IQMS
- Three years' experience in direct supervision of hourly employees

Additional Requirements

- Flexibility to work outside regular business hours to accomplish tasks
- Refer to 'Document/Job Function Matrix' (a cross reference of all ISO documents with job titles) for specific documents related to their job positions
- Normal manufacturing conditions requiring safety observation at all times
- 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
- All employees are responsible for supporting both facilities

Miscellaneous Employment Information

- Indirect, Dept. 500
- Salary
- Regular full-time
- Job level – 8

Signatures below constitute understanding of the requirements, essential functions and duties of the position.

Manager/Supervisor Signature

Date

Human Resources Signature

Date

Employee Signature

Date

Employee Name (please print)