



Job Title: Production Supervisor – 1st Shift

SUMMARY: Responsible for meeting production requirements, controlling labor costs, staffing the workplace, assigning staff and fulfilling the requirements of leading, motivating, counseling and developing people. Responsible for putting policies, procedures and training in place to ensure a safe working environment. Acts as a management representative on the production floor. Strives to make continuous improvements in production operations.

WAGE TYPE: Salaried

FLSA Exemption: Non-Exempt

ORGANIZATIONAL STRUCTURE:

- Reports to: Plant Manager
- Supervises: Shift lead(s), production employees

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Production:

- Promotes and manages shift production operations in accordance with the Delano division's mission, strategy and profitability objectives.
- Provides work direction, training and standards for the production staff. Maximizes the effective utilization of the manufacturing resources.
- Understand and achieve internal and external customer standards for product quality.
- Achieves cost objectives for production processes and manufacturing expenses. Understands and achieves specific targets for delivery of customer product.
- Works on the production floor, as needed. Provides leadership and knowledge to continuously improve safety, quality and throughput. Addresses issues as they arise. (assist with mold set ups, balancing molds/arms, torch parting line, torch molds, maintain molds)
- Organizes molds. As needed, changes mold locations and prints out new mold tags. Works with the scheduler to set up mold changes. Ensures travelers are provided to Operators.
- Organizes plant by moving scrap, putting finished goods away, getting & putting molds away, getting powder, keeping track of scrap when needed and calling for garbage pick up when needed, accountability with production staff to keep areas clean and organized. Works with the quality department on getting RGA's completed.
- Ensures adequate written and verbal communication takes place between shifts, support groups and employees on a daily basis.
- Ensures quality of parts is checked and documented.

Safety

- Implements and maintains safety and housekeeping standards to provide a clean and safe working environment for our employees, customers and vendors. Promotes safety and maintains a work environment that meets or exceeds applicable government, OSHA and Solar Plastics standards.
- Supports production employees in selection of personal protective equipment.



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- Identifies and resolves any safety issues and makes recommendations for correction, if needed. Informs management and HR of any safety issues or work-related injuries.
- Reviews injury/illness and non-injury incident investigation reports and follows-up as necessary. Performs accident investigations, as needed.
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Supervision, Mentoring and Development of Staff

- Motivates and leads a high-performance team and provides mentoring as a cornerstone to achieving results.
- Manages direct reports. Responsible for the overall direction, coordination & evaluation of this staff. Carries out supervisory responsibilities in accordance with the organization's policies & applicable laws. This includes interviewing employees, planning, assigning & directing work, appraising performance; training, rewarding & disciplining employees; addressing complaints & resolving issues/problems.
- Maintains time reports for shift employees, monitoring overtime and any other issues that affect cost control and efficient operations. Tracks absenteeism and ensures Human Resources and/or Payroll is informed of absences, leave of absence requests, illnesses, requests for accommodation, or any other requests
- Holds daily shift meetings to cover Safety related items, prior day production numbers, accomplishments, any areas for improvement, or issues.

Other:

- Problem solves and identifies opportunities for equipment/facility improvements.
- Orders parts and supplies such as parts from Fastenal and daily supplies for employees.
- Maintains involvement in organizations and training to remain current with relevant industry technologies and areas of specialization.
- Performs related tasks as directed to aid in the safe, efficient and productive operation.
- Miscellaneous duties, as assigned by the Plant Manager or Director of Operations.

QUALIFICATIONS: The requirements listed below are representative of the knowledge, skill and/or ability required. Equivalent combinations of education and experience may be substituted for the expected levels of education and experience required.

Education and/or Experience Expected:



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- **Required:** High School Diploma/GED.
- **Desired:** Associates Degree in Manufacturing Engineering, with an emphasis in Plastics. Coursework in 5S, Lean Manufacturing.
- Minimum of three (3) years of manufacturing experience; supervisory/management experience, with a demonstrated ability to lead a large team and get results through others; broad technical and administrative experience in a manufacturing environment; rotational molding and ISO experience desirable.

Required Skills:

- Must be able to read, write and comprehend the English language
- Proven ability to read and interpret blueprints and schematics.
- Clear and effective written and verbal communication skills. Ability to effectively lead people to accomplish an objective. Ability to troubleshoot, negotiate and problem solve.
- Forklift certification necessary. Effective knowledge of mechanics, motors, gas fired ovens, electricity and electronics, plumbing and hydraulics. Experience with mechanical repair, welding, basic machining, electrical, programmable logic controller or fabrication skills helpful.
- MS Office® Suite proficiency

Working Conditions:

- Works in climate-controlled office 5% of time. Will have frequent exposure to manufacturing environment including: dust, heat, fumes and noise.