

## POSITION DESCRIPTION

<b>Position Title</b>	<b>PRODUCTION SUPERVISOR</b>		<b>FLSA Status</b>	<b>Exempt</b>	
<b>Reports To (Position)</b>	PRODUCTION MANAGER		<b>Author(s)</b>	Human Resources	
<b>Department</b>	PRODUCTION	<b>Origination Date</b>	10 Oct 16	<b>Rev. Date</b>	10/30/21
<b>Department Manager</b>	CHAUNCEY REED	<b>Review /Approval Signature</b>			

*By signing below, I (employee) acknowledge that I have received a copy of this job description, I have read and understand the responsibilities of the position, and I agree to perform those responsibilities effectively. I further acknowledge that my signing of this document does not alter my employment-at-will relationship with the company.*

Employee Name (Printed)	Employee Signature	Date
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### Position Summary

Plans, coordinates, and controls production processes to ensure that production schedules are maintained to meet customer order requirements. Supervises furnace operators and packaging operators, schedules work and reviews performance.

### Specifications

<b>Education</b>	<ul style="list-style-type: none"> <li>High School or equivalency; Bachelor's Degree or some college coursework in Business or closely related field preferred</li> </ul>
<b>Certifications and Licenses</b>	N/A
<b>Knowledge, Skills and Abilities</b>	<ul style="list-style-type: none"> <li>Fundamental knowledge of managing production through defined procedures and managing people effectively.</li> <li>Basic knowledge of employment laws; ability to apply internal policies to the management of people and processes.</li> <li>Computer skills: Microsoft Office Suite (Word, Excel, Outlook) and ERP (manufacturing, order processing); Internet</li> <li>Intermediate reading, writing, and speaking skills (English)</li> <li>Basic math skills (add, subtract, multiply, divide)</li> <li>Intermediate reasoning ability to deal with problems by reviewing oral, written or diagram formats to resolve problems involving several concrete variables in standardized situations.</li> <li>Ability to work independently with general direction and guidance</li> <li>Ability to use established methods and experience to resolve problems and confer with supervisor on more complex issues</li> <li>Ability to make decisions within scope of the job, relying on policy, procedure, or working standards, to effectively resolve problems; confer with supervisor on more complex issues</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>3-5 years' experience in a heavy industrial environment comprising managing production teams in adherence to processes, policies, and procedures; application of employment law, internal human resources policies and department procedures in the management of direct reports.</li> </ul>
<b>Key Competencies</b>	<ul style="list-style-type: none"> <li>Communication - work with others inside and outside department to achieve objectives; use of active listening to assimilate and verify information</li> <li>Problem Solving - use of logic, common sense, and creativity to find solutions</li> <li>Leadership/Supervising Others - establish credibility and respect by direct reports; set goals and monitor performance of direct reports; ensure consistency in application of policies and procedures;</li> </ul>

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	<ul style="list-style-type: none"> <li>Team Building - create a harmonious, efficient, and productive work group to maximize the team's collective abilities.</li> </ul>
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<b>Key Responsibilities (Essential Functions)</b>					<b>% of Time</b>
<b>1. Oversee and coordinate production activities on an assigned shift to ensure the required output meets or exceeds planned quantity and quality to meet customer specifications.</b>					<b>70%</b>
<ul style="list-style-type: none"> <li>Ensure quality of work, efficient material and work flow, proper use and care of equipment and machines, and proper application of production methods.</li> <li>Maintain work flow by monitoring the process steps through close observation over operations, providing guidance to Team Players on proper zinc oxide production.</li> <li>Implement changes as required for continuous improvement of operational methods, production processes, or equipment which improve quality and productivity while controlling and reducing costs.</li> <li>Maintain adequate supply of raw materials, production supplies, and tools to support continuous operations.</li> <li>Maintain related records of production output and product sampling to compile production performance records and data used for reporting, analyzing and making business decisions.</li> <li>Evaluate processes and make suggestions to improve efficiency, quality, and reduce costs.</li> </ul>					
<b>2. Maintain a high level of workplace safety awareness through training and observation to build Team Player awareness of job safety and eliminate potential for injury.</b>					<b>15%</b>
<ul style="list-style-type: none"> <li>Schedule initial and periodic on-the-job safety training for Team Players to provide the foundation for workplace safety practices.</li> <li>Conduct weekly supervisor safety talks with Team Players to build and maintain awareness of working safely.</li> <li>Report and investigate workplace incidents (injuries and near misses) in conjunction with Safety and Human Resources to ensure compliance with OSHA reporting and reduce severity of incidents.</li> </ul>					
<b>3. Develop a trained high-performance team capable of achieving production requirements to meet customer demand for high quality zinc oxide.</b>					<b>10%</b>
<ul style="list-style-type: none"> <li>Select and train Team Players in furnace and packaging operations and processes; cross-train Team Players to increase capabilities to cover for absences.</li> <li>Organize and assign work to maximize Team Players' knowledge, skills, and abilities to the best advantage, expedite work schedules, and achieve efficient work performance.</li> <li>Maintain communication with other production shifts and with other departments to promote efficient operations.</li> <li>Initiate and foster a spirit of cooperation within the Team and between Team Players and other departments.</li> <li>Evaluate work performance and counsel and coach Team Players to maintain effective work performance with quality outcomes.</li> <li>Maintain conformance with Company policies, work rules, and regulations by coaching Team Players and/or initiating coaching actions as required.</li> <li>Maintain safe and clean work environment by educating and directing Team Players on the use of all control points, equipment, and resources; maintain compliance with established safety policies and procedures.</li> </ul>					
<b>4. Maintain production equipment and tools in optimal condition to minimize downtime and work schedule interruption and preserve lifetime capability.</b>					<b>5%</b>

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- Analyze equipment or machine problems, quality problems, and production delays, expediting repairs and/or corrective actions to ensure uninterrupted production flow.
- Ensure efficient operation of equipment by coordinating equipment repair with the Maintenance Department; evaluate new equipment and techniques as required.

#### **Additional Responsibilities**

- Understands the authorized quality management system as it applies to job responsibilities and executes duties in accordance with defined procedures to ensure continuous improvement of quality within the Company. Participates in activities that enhance the quality and performance of job duties.
- Performs all tasks in a safe and efficient manner to protect self, others, products, materials, and other Company assets from harm.
- Operates with a high degree of integrity in the performance of duties to foster good working relationships and a spirit of teamwork to accomplish job goals.
- Performs other related tasks as assigned by supervisor to contribute to the overall efficient operation and continuous process improvement of the Company.

#### **Working Conditions**

Work is conducted primarily indoors with occasional temperature changes, including extreme heat, with occasional outdoor exposure to weather conditions. Exposure to physical hazards due to proximity to moving mechanical parts, vehicles, electrical current, and exposure to chemicals is present. Exposure to oils, fumes, dust, mists, gases, or poor ventilation may be present.

#### **Physical/Mental Requirements**

Work performed requires sitting, standing, walking, bending, stooping, kneeling, crouching, crawling, reaching overhead, pushing, and pulling in to varying degrees of frequency. The job required lifting 1-10 lbs. often and 30 to 50 lbs. occasionally. Work requires visual acuity, hearing, and speaking frequently. On occasion, will climb stairs, ladders, and work from heights. Work requires manual dexterity for computer operation and other related office tasks.