



JOB DESCRIPTION

POSITION: Shift Supervisor

REPORTS TO: Plant Manager

FLSA STATUS: Non-Exempt

DATE UPDATED: 1/26/16

PURPOSE: Provide Leadership and guidance to crew members. This is a **Working Lead position.**

DUTIES AND RESPONSIBILITIES

- Make sure all processes and procedures are regarding safety, quality, and housekeeping are being followed. (All S.O.P's, shift quality reports, and production logs)
- Works with management and crew members to develop and implement continuous improvement plans regarding safety, waste, quality, and productivity.
- Utilize and delegate personnel effectively.
- Material handle and load trucks on occasion.
- Make necessary personnel arrangements for call-ins.
- Provide frequent feedback to employees on job performance.
- Give input and sit in on employee performance evaluations.
- Provide operator support and make mechanical adjustments or repairs to machines when needed.
- Work on production lines on occasion.

KEY COMPETENCIES:

- Excellent leadership and communication skills.
- Ability to prioritize, delegate, and multitask is a must.
- **Excellent mechanical aptitude with the ability to trouble shoot problems and repair equipment. Training can be provided for the right candidate.**

EDUCATION/SKILLS/EXPERIENCE:

- High school diploma.
- Fork lift/Box and Roll clamp certified.
- Previous supervisory or leadership experience is preferred.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. "Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions." While performing the duties of this job, the employee is regularly required to:

- Ability to work on feet and stand for eight consecutive hours.
- Reach with hands and arms, required to bend and squat.
- Required to smell occasionally.
- Required to lift and/or move up to 35 lbs. over head on a frequent basis.
- Required to move shafts weighing up to 65 lbs. or more.
- Specific vision abilities: close vision, distance vision, ability to adjust focus.
- Talk, hear, stand, step, walk, sit and use hands to finger, handle or feel.
- Must be physically "flexible" and have the ability to work in small or confined spaces when doing maintenance on equipment.

Disclaimer: The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this position.