

Position Description

Position Title	Production Supervisor - Roll line	Date	06/14/2019
Role Reports To	PRODUCTION MANAGER	Location	Springville, AL
Prepared or Approved by	DIRECTOR OF OPERATIONS	This is a:	<input type="checkbox"/> New Position <input checked="" type="checkbox"/> Revised Position

POSITION SUMMARY

Under the guidance of the Production Manager, provide leadership to your production shift ensuring that employees work in a safe, effective and organized manner while producing the highest quality roofing products at the lowest possible cost.

ESSENTIAL DUTIES

- Demonstrate a dedication to company Safety and Health guidelines and facilitate a culture that is evident in both visual observations and safety performance
- Ensure Roll Line shift meets all required regulatory Safety (OSHA) and Environmental (EPA Federal, State, and Local) requirements and key staff are knowledgeable of those requirements through routine training
- Monitor quality of all production ensuring quality test are performed, standards are met and non-compliant material is addressed immediately.
- Assist in scheduling plant production, meeting customer requirements while maximizing plant efficiency
- Monitor equipment performance and bring any underperforming items to the attention of Production Manager and maintenance department
- Coordinate with maintenance to ensure preventative maintenance is performed, in an effort to eliminate excessive downtime and yield loss
- Monitor raw material and finished goods inventory movements to ensure a high level of accuracy per item count
- Complete production report documentation ensuring proper finished good counts are recorded and posting of accurate raw material usage
- Maintain positive and interactive dialog with all departments
- Establish performance targets and goals for staff with subsequent follow up and coaching sessions aimed at improving the skillset employees
- Monthly reviews with Production Manager to monitor all controllable costs and overall objectives are being met
- Ensure plant is maintained in a clean and orderly fashion by building a culture that understands and supports those activities

OTHER DUTIES AND RESPONSIBILITIES

- Monitor KPI's daily to maintain expected levels of performance
- Develop Standard Operating Procedures (SOP) and train staff
- Provide monthly updates to management outlining plant objectives and accomplishments
- Visit customers and support sales staff with questions or concerns regarding products or service
- Train staff on key processes
- Coordinate with the corporate lab to perform plant trials as a function of product development

MINIMUM KNOWLEDGE AND SKILLS REQUIRED

- Bachelor's degree or exemplify sustained success and growth up to a management level role
- A minimum of 5 years in an operations or manufacturing management role
- Exhibit a strong problem solving aptitude when it comes to mechanical equipment
- Effective communicator able to motivate employees through actions and proven leadership
- Comfortable working in a multicultural environment where English may not be the first language of some employees.
- Must be able to work in a plant environment with varying levels of temperature and physical requirements.
- Basic computer skills, with knowledge of Excel, Word, Outlook

PREFERRED OR DESIRED QUALIFICATIONS

- Bachelor's degree with emphasis on technology and science
- Previous Production supervision in the roofing/coatings/paint industry or web/sheet continuous manufacturing process
- Demonstrate strong computer skills in Excel, Word, ERP or knowledge of automation equipment
- Experience with batch operations particularly with a chemical nature
- Knowledge of Safety and Environmental regulatory requirements associated with manufacturing

FISCAL RESPONSIBILITY

- Responsibility of all operational costs, staffing and select raw materials
- Establishing cost savings targets and communicating progress

SUPERVISORY RESPONSIBILITY

- Direct supervision of all shift production staff

WORKING CONDITIONS

- Defined shift, various hours dependent upon business requirements, including overtime and weekends if required.

PHYSICAL DEMANDS

- Role requires the majority of time to be spent in the plant and may require occasional hands on support of staff in all departments.

The above declarations are not intended to be all-inclusive of this position's duties, responsibilities and requirements to do this job. They are intended only to describe its general nature.

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