

Department: 2nd Shift Supervisor

Reports to: Plant Manager

FLSA Status: Non Exempt

Date: October 25, 2018

POSITION SUMMARY:

The Department Supervisor is responsible for leading and overseeing a department within the production facility.

ESSENTIAL FUNCTIONS:

The duties identified below are the essential functions of the position. Employees must be able to fulfill these functions in a consistent state of alertness and in a safe manner. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Conduct activities in a safe manner, follow corporate safety guidelines and requirements, use personal protective equipment and proactively address any unsafe conditions observed. Maintain housekeeping and safety compliance, inspection ready at all times
- Ensure that all team members are following the safety rules
- Works with quality control to ensure quality standards are being met
- When necessary, assists team members on the production line to meet production goals
- Coordinate production startups, shutdowns, and changeovers in partnership with other department supervisors
- Responsible for daily check-in/safety meetings with all employees within the department
- Monitors employee work performance to ensure all employees are meeting performance standards
- Conducts employee performance reviews
- Trains and coaches production line employees
- Responsible for shift schedule to include: work station assignments/rotations, employee training, employee vacations, employee breaks, overtime assignment, back-up for absent employees, and shift rotations
- Keeps workspace and surroundings clean and neat to foster productivity and efficiency
- Other assignments as made by management

QUALIFICATIONS:

To perform this position successfully, an individual must demonstrate regular, predictable attendance and be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge and skill required. The individual must be able to successfully pass background checks.

- Teamwork: Can work in group or alone; oriented towards the good of the whole. Contain ability to build rapport and good working relationship with co-workers

EDUCATION/CERTIFICATION/LICENSURE:

- High School diploma or GED preferred

EXPERIENCE REQUIRED:

- Previous lumber manufacturing experience
- 2-3 years of previous experience in a manufacturing setting

- 1-3 years of previous supervisory experience preferred

KNOWLEDGE AND SKILLS REQUIRED:

- Strong verbal and listening skills
- Ability to lead and inspire others
- Basic reading, writing, computer and math skills

INTENT AND FUNCTION OF POSITION DESCRIPTIONS

This position description is intended to cover the most significant aspects of the position. There may be additional responsibilities assigned beyond those stated in this position description. The company reserves the right to modify the role, responsibilities, requirements and position status as compliance regulations or business needs dictate.

Position descriptions assist the company in assuring the hiring process is administered fairly and qualified candidates are selected. They are essential to effective performance management and compensation systems.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the team member or others or which would impose undue hardship on the company. Position descriptions are not intended as and do not create employment contracts. The company maintains its status as an at-will employer and employment separations can occur for any reason not prohibited by law.

EMPLOYEE ACKNOWLEDGEMENT

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee printed name

Employee Signature

Date