



Production Supervisor

Classification

Exempt – Salaried

Salary Grade/Level/Family/Range

Production

Reports to

Plant Superintendent

Date

October 13, 2016

Job Description

Summary/Objective

The production supervisor position is responsible for supervising the department employees in a brick manufacturing environment. This position plans and assigns work, implements policies and procedures and recommends improvements in production methods, equipment, operating procedures and working conditions.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ensure effective employee relations. Provide employee coaching and development. Makes employment decisions. Resolve employee issues through problem resolution.
2. Balance quality, productivity, cost, safety and morale to achieve positive results in all areas. Work to continuously improve in all areas.
3. Manage departmental performance measures, including visual controls and provides regular progress reports to manager.
4. Provide leadership to departmental employees.
5. Manage product quality.
6. Perform accident investigations and report accident to HR.
7. Maintain proper inventory levels.
8. Manage department priorities.
9. Track absenteeism and timekeeping.
10. Perform or assist in equipment maintenance and repairs.

Competencies

1. Leadership.
2. Performance Management.
3. Problem Solving/Analysis.
4. Results Driven.
5. Communication Proficiency.
6. Time Management.
7. Technical Capacity.
8. Learning Orientation.
9. Mechanical Abilities.

Supervisory Responsibility

This position manages all employees of the department and is responsible for the performance management and hiring of the employees within the department.

Work Environment

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, moving mechanical parts and vibration. The noise level in the work environment can be loud.

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is frequently required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Position Type/Expected Hours of Work

This is a full-time position. Hours of work are Monday through Friday, 7:30 a.m. to 4:00 p.m., 40 hours per week. Frequent evening and occasional weekend work may be required as job duties demand.

Travel

No travel is expected for this position.

Required Education and Experience

1. High School diploma or equivalent.
2. Mechanical and/or technical training.
3. 3-5 years of experience in a production environment.

Preferred Education and Experience

- 1. Managerial experience.

Additional Eligibility Qualifications

None required for this position.

AAP/EEO Statement

Cherokee Brick & Tile Co. provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law. Further, the company takes affirmative action to ensure that applicants are employed and employees are treated during employment without regard to any of these characteristics. Discrimination of any type will not be tolerated.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by all levels of management:

Superintendent _____

HR _____

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

Employee Printed Name: _____

Employee Signature: _____ Date: _____