



**T.O. PLASTICS**

**INTERNAL JOB POSTING**

<b>Job Title:</b>	2 <sup>nd</sup> Shift Supervisor	<b>Date Posted</b>	September 14, 2017
<b>Department:</b>	Production	<b>Posting Closing Date</b>	Until filled
<b>Location:</b>	Otsego – 2 <sup>nd</sup> shift	<b>Position Type:</b>	Exempt

To apply for this position, complete an Internal Application Form and submit it to Human Resources no later than the Posting Closing Date listed above. You may review the full job description from Human Resources.

**SUMMARY:**

The basic responsibilities of this position are to manage the conversion of raw materials to finished good per specifications. This entails the management of production schedule, manpower and efficient operations to assure cost effectiveness. New methods to save cost, set-ups as well as overall effective communications and problem solving are essential to supervise production operations. This position must be able to work closely with all functions and report both verbally and in writing managerial reports on efficiency of operations. This is a managerial position that needs a take charge person that constantly and continuously seeks to improve and is a hands-on manager with the ability to make the necessary decisions on a timely basis to meet customer requirements.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Responsible for the management and supervision of T.O. Plastics products from receipt of raw material through the manufacturing and packaging process.
- Maintain records to comply with regulatory requirements, good manufacturing practices and Standard Operating Procedures. Safety is critical as well as the Quality of our products.
- Contribute to and assist in the management of a group effort to produce the highest quality products.
- Work as efficiently as possible and continually move toward ways of maximizing the manufacturing operating efforts.
- Supervise manufacturing employees. Provide realistic, attainable, measurable goals for subordinates. Provide feedback on performance regularly, including scheduled and unscheduled performance evaluations. Provide training and supervise progress of training to enhance subordinate’s performance and their ability to meet their development objectives.
- Constant and continuous improvement to process and methods to meet objectives.
- Creation of managerial reporting to monitor progress in key areas as assigned.
- Management of all indirect labor and overtime to minimize costs.
- Assure on schedule production of finished goods at 95% level with 99% accuracy levels.
- Assurance of all shift reporting accuracy.
- Utilize Master Schedule to schedule manufacturing orders, including set up, manufacturing, move tickets and job closure and release to finished goods; in a manner that allows for release to finished goods within the time frame allowed.
- Maximize effort to reduce operating costs whenever possible. Cost reductions and increased efficiencies in material and personnel utilization must be sought continuously.
- Act independently to determine methods and procedures on new assignments.
- Coordinate efforts of the Manufacturing Group to ensure an efficient approach to problem solving.
- Work closely with Quality Control, the Planner Scheduler and Materials to ensure the smooth flow of materials from raw material receipt through finished goods release.
- Continue to increase personal knowledge of the entire manufacturing process.
- Assist Product Development and Estimating with new product design and introduction.



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### **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Ability to coordinate manufacturing of the product from raw material through the manufacturing operation to shipment of the finished good.
- Ability to motivate personnel to reach their individual performance goals with constant and consistent improvements to methods and processes to assure our overall goals as a division are met.
- Basic knowledge of Scheduling, Inventory Control, as well as Shipping functions.
- Basic knowledge of all product lines and related technology.
- In depth knowledge and understanding of Current Good Manufacturing Practices standard operating procedures and product specifications.
- Familiarity with manufacturing equipment and its use.
- Strong communication skills both written and verbal.
- Ability to work with a wide variety of individuals from all areas of the company.
- Ability to adjust to unpredictable situations that requires immediate time and attention.
- Ability to supervise employees while accomplishing Manufacturing goals.

### **EDUCATION and/or EXPERIENCE:**

- Minimum of 3 years of manufacturing experience required.
- Supervisory experience required with progressive responsibilities including Materials, Manufacturing and Scheduling preferred.
- Competent in Computer Skills- Excel, Word, Inventory Control- Programs
- 2 years manufacturing experience with progressive supervisory responsibilities.

### **COMPETENCIES:**

1. Customer Focus/ Interaction with Others
2. Problem Solving/Decision Making
3. Adaptability/Flexibility
4. Results Oriented
5. Communication
6. Leads Others
7. Manages Performance
8. Leads Change
9. Technical Expertise