

## SPECIFICATION RUBBER PRODUCTS General Job Description



**Specification Rubber Products, Inc.**

**Title:** Manufacturing Supervisor

**Position Level:** 7

**Reports To:** Production Manager

### **Job Duties and Responsibilities:**

A Production Supervisor is completely responsible for the day-to-day operations of the SRP manufacturing process to ensure it runs safely, effectively, and efficiently. While the role may entail other duties as a salaried member of the company, manufacturing oversight is the primary objective. There is no way to capture all the duties and responsibilities required for salary members; this is a mere guideline as to the general role of this position.

### **Duties:**

- Oversee all aspects of the shift's manufacturing processes.
- Supervise all employees on the shift assigned to.
- Handle all possible personnel issues including, but not limited to, attendance, no-fault days, vacation scheduling, scheduling of overtime, call-ins, production percentages, and disciplinary needs.
- Directly responsible for their shift's safety, quality, and production.
- Verify throughout the shift that all employees are producing the quantity of work scheduled, that the proper SOPs are followed, and that the desired quality is achieved.
- Primary responsibility includes knowing and achieving the scheduled production plan and knowing what is taking place on the shift.
- Directly responsible for holding employees accountable for their actions regarding production attainment, quality standards, policies, procedures, compliance with the Union contract, and overall employee safety.
- Review and approve all production cards and tally sheets for the shift and submit them to data entry for processing.
- Generate shift reports of production and all notable problems with achieving the production schedule, plus any other information required by the Manufacturing Manager.
- Notify and consult with Process Technicians to solve production problems relating to equipment and material.
- Ensure that all SOPs are being adhered to for all employees on their shift.
- Coach, lead, train, and assist in all jobs taking place on their shift in order to achieve maximized outputs in quality and quantity, as well as having a safe work environment.
- Maintain a Communications Logbook – defining problems, solutions, staffing needs and issues, and deviations from standard practices.
- Communicate with other Supervisors and members of management during shift changes to ensure a smooth transition from shift to shift.
- Participate in and address employee issues and disruptions within the area.
- Cover for other Supervisors during absences or vacations.
- Other duties as assigned.
- Adhere to all company rules & policies and hold others to the same.

**Requirements:**

- Must possess good reading, listening, communication, and writing skills.
- Must be multi-task oriented.
- Must be able to make sound decisions.
- Must possess the desire and ability to work with others – Team Player.
- Must be physically fit – job requires, among other things, walking, climbing, sitting, bending, stretching, lifting up to 25 pounds, performing in a hot/cold work environment, proficiency in English, good hearing, and sharp vision.
- Have the ability to separate personal decisions from business decisions.
- Must possess general mechanical aptitudes.
- Must be able to motivate employees and have the ability to get things done through people.
- Must possess a positive and “can-do” attitude.
- Must have strong communication skills and be able to take on assignments and make and delegate assignments.
- Must maintain flexible working hours.

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