



BONAR PLASTICS

JOB DESCRIPTION PRODUCTION SUPERVISOR - A

General Definition:

This position is responsible for the overall supervision, direction, and coordination of all plant activities with respect to production, quality, material flow, and maintenance. In cooperation with Plant Manager, this position will make recommendations as to hiring, training and re-assignment of plant personnel. Reviews and prepares reports to keep Management informed of production activities

Essential Duties

- Maintain a high visual profile in Rotational Molding and Assembly, make frequent personal spot checks to observe departmental activities and supervise solutions to all problems in production.
- Determine if work schedules are being met, supervise necessary adjustments or repairs to resume and maintain production standards and meet all cycle times without sacrificing production quality.
- Insure correct pigments and powders are in mixers and are being used for parts produced.
- Cooperate and communicate with Quality Control department to maintain standards of quality.
- Manage production so as to optimize machine efficiency and minimize rejections.
- Insure safe working conditions for all employees and that the plant is clean and ready for the next shift to start without delay.
- Supervise, evaluate and insure all department personnel are aware of and comply with Company policies and standards.
- Recommend, cooperate and assist in the implementation of training and development programs, maintain discipline within Company standards and implement prescribed disciplinary action.
- Prepare operational reports when required.
- Maintain check on inventory of materials and supplies used in production and report shortages.

Non-Essential Duties

- Comply with company EEO Guidelines
- Assist in preparing graphs and/or charts on efficiency and quality of Rotational Molding Department.
- There may be times when a temporary work assignment is required to meet the requirements of the department. Work assignments will be made at the discretion of Management.

Required Knowledge, Skills and Abilities

The Production Supervisor A must possess the mental capacity to engage in various simultaneous functions requiring direct participation or supervision. It is necessary at all times to possess the mental maturity and temperamental ability to maintain sound employee relations. A B.S. in Business, Engineering or Operations Management with 3-5 years progressive management or supervisory experience is essential. Previous operations management experience in a manufacturing environment is preferred but not required.

Authority

This position reports to the Plant Manager in the company. This position directly, or indirectly, supervises hourly direct Bonar Plastics Associate personnel along with various indirect hourly associates.