

Date of Last Review / Revision: 12/28/18	Supervising Manager Initials: AS	Human Resources: JEF
---	----------------------------------	----------------------

CORTEC CORPORATION
JOB DESCRIPTION

POSITION TITLE Production Supervisor

REPORTS TO Plant Manager

POSITION SUMMARY

Leads production staff by monitoring work flow, assisting in problem-solving and supporting production employees in accomplishing shift goals. Develops the production schedule and ensures accurate inventory records. Ensures quality products are manufactured on-time, within a safe working environment. Provides coaching to and supports skill development among production staff.

POSITION ACCOUNTABILITIES

The following are essential job functions.

Production

- Floor Supervision
 - Directs and coordinates the activities of all employees engaged in production or processing of finished goods.
 - Spends time on the production floor checking in with employees and helping to problem-solve when obstacles arise.
 - Ensures employees have tools, PPE and other resources to be successful.
 - Verifies inspection of all equipment is completed prior to use, to ensure equipment operates at optimum level.
 - Assists production staff in completing production tasks as needed.
 - Monitors work and completion of daily tasks and updates the next day's tasks as needed.
- Communications
 - Communicates daily work assignments and goals.
 - Communicates about and resolves production issues that may arise on a day-to-day basis.
 - Participates in daily shift meetings.
- Production Control
 - Develops the production schedule.
 - Creates batch tickets.
 - Monitors batch tickets for correct input of direct labor hours and materials being applied and received.
 - Monitors work flow throughout the shift.
 - Receipts batch tickets.
 - Enters formula definition changes into Chempax.

Date of Last Review / Revision: 12/28/18	Supervising Manager Initials: AS	Human Resources: JEF
---	----------------------------------	----------------------

- Safety
 - Makes sure daily operations are conducted in a safe manner, complying with all safety policies and regulations;
 - Identifies areas for improvement and works to address them

Quality and R&D

- Ensures compliance to quality standards and specifications. Identifies areas for improvement.
- Supports and participates in the QMS system
- Visibly demonstrates support of the EMS system
- Participates in R&D projects as needed

Leadership

- Supports employees training in equipment operations or work and safety procedures.
- Provides coaching and constructive feedback to direct reports on work performance.
- Works in partnership with maintenance, production planning, customer service, shipping/receiving and other departments to ensure on-time fulfillment of customer orders.
- Other related duties as assigned.

JOB SPECIFICATIONS

Minimum Education	Associate's degree in business management or related field required. Additional manufacturing-related training or certificates desired.
Minimum Experience	1-3 years previous experience supervising in a manufacturing setting; machine operator experience helpful; certification or experience in inventory management required.

KNOWLEDGE

Mechanical — Knowledge of machines and tools, including their designs, uses, repair, and maintenance.

Production and Processing — Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.

SKILLS

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Coordination — Adjusting actions in relation to others' actions.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Date of Last Review / Revision: 12/28/18	Supervising Manager Initials: AS	Human Resources: JEF
---	----------------------------------	----------------------

Management of Human Resources — Motivating, developing, and directing people as they work, identifying the best people for the job.

Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.

Speaking — Talking to others to convey information effectively.

Time Management — Managing one's own time and the time of others.

Date of Last Review / Revision: 12/28/18	Supervising Manager Initials: AS	Human Resources: JEF
---	----------------------------------	----------------------

COMPETENCIES

- **Leadership** — Job requires a willingness to lead, take charge, and offer opinions and direction.
- **Dependability** — Job requires being reliable, responsible, and dependable, and fulfilling obligations.
- **Initiative** — Job requires a willingness to take on responsibilities and challenges.
- **Self-Control** — Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
- **Adaptability/Flexibility** — Job requires being open to change (positive or negative) and to considerable variety in the workplace.
- **Attention to Detail** — Job requires being careful about detail and thorough in completing work tasks.
- **Integrity** — Job requires being honest and ethical.
- **Analytical Thinking** — Job requires analyzing information and using logic to address work-related issues and problems.
- **Cooperation** — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
- **Innovation** — Job requires creativity and alternative thinking to develop new ideas for and answers to work-related problems.

Supervises: Production Employees

Exempt/Non-Exempt: Exempt