



## **JOB DESCRIPTION**

Job Title:	Shift Supervisor	Pay Grade:	SS
Department:	305- O-Ring Finishing	Reports to:	Senior Section Manager
Status	Exempt/Salary	Revision Date:	March 9, 2020

**SUMMARY:** This position is responsible for supervising and coordinating activities of a production team.

### **DUTIES AND RESPONSIBILITIES:**

- Inspect product to ensure conformity to specifications; direct setup and adjustments of machines.
- Understand and enforce company policies and safety regulations.
- Interpret specifications and job orders to workers and assign duties.
- Establish or adjust work procedures to meet production schedules.
- Recommend improvements to production methods, equipment performance, and quality of product.
- Suggest changes in working conditions and use of equipment to increase efficiency of shift team.
- Analyze and resolve work issues or assist workers in resolving issues.
- Initiate or suggest plans to motivate workers to achieve goals.
- Maintain production records.
- Estimate, requisition, and inspect materials.
- Confer with other supervisors to coordinate activities of individual departments.
- Ensure activities of workers are in line with standards operating procedures and work instructions.
- Perform other duties as required or requested.

### **SUPERVISORY RESPONSIBILITIES:**

- Responsible for activities and employees within the department.

### **EDUCATION AND EXPERIENCE:**

- High school graduate with five years of manufacturing experience in a high-volume environment; or equivalent combination of education and experience.

### **QUALIFICATIONS:**

- Must be able to read, write, and speak in English, but a plus if able to speak Portuguese or Spanish.
- Must have strong basic math skills with working knowledge of snap gauges, micrometers and calipers.
- Must have strong problem-solving and analytical skills.
- Working knowledge or the ability to learn Oracle, SAP, Gainseekers as well as MS Office.
- Must have strong leadership and interpersonal skills.

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

- Work environment is split between an office area and the production floor.
- Work near moving mechanical parts 1/3 of the time.
- Exposure to extreme heat (non-weather) 1/3 of the time.
- Exposure to fumes or airborne particles 1/3 of the time.
- Loud levels 1/3 to 2/3 of the time.

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Annual Testing Requirements			
X	Hearing Test		
	Respirator Fit Testing		
	Vision Test		
Vision Requirements			
	Close Vision (clear vision at 20 inches or less)		Ability to adjust focus
	Distance Vision (clear vision at 20 feet or more)		Other: (specify)
	Color Vision (ability to identify & distinguish colors)	X	No special requirements
Type of Personal Protective Equipment Required			
X	Safety Glasses		Protective Clothing
X	Hearing Protection		Safety Shoes
	Respirators		Other (please specify)

Physical Demands	Amount of Time Spent			
	None	Up to 1/3	1/3 to 2/3	2/3 to all
Standing		X		
Walking			X	
Sitting		X		
Use hands to handle or touch		X		
Use fingers to pinch or grasp		X		
Reach above shoulders	X			
Climb or balance	X			
Stoop, kneel, crouch or crawl	X			
Talk or hear			X	
Smell or Taste	X			
Use foot/feet to operate machine	X			
Weight of material to lift	Time Spent			
	None	Up to 1/3	1/3 to 2/3	2/3 to all
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds		X		
Up to 75 pounds	X			
More than 75 pounds	X			

Weight of material to push or pull	Time Spent			
	None	Up to 1/3	1/3 to 2/3	2/3 to all
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds		X		
Up to 75 pounds	X			
More than 75 pounds	X			
	None	Up to 1/3	1/3 to 2/3	2/3 to all
Repetitive Motion	X			

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Tools or Equipment Used (e.g. forklift or computer, etc.)	Time Spent			
	None	Up to 1/3	1/3 to 2/3	2/3 to all
Computer				
Phone				
Finishing equipment		X		

Travel Required	% of Time
Domestic	<5%
International	0%

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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