



LINE SUPERVISOR – JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES: Responsible for running one or more production lines, supervising line workers, and meeting the goals and needs of the customer and the Company. Employee carries out supervisory responsibilities in accordance with company policies and procedures, including customer service, quality control, production goals, and safety issues. Employee trains line workers under Employee's supervision as well as later hired Line Supervisors, and participates in planning, assigning, and directing line work to meet customer, quality, and production goals. Employee is expected to address complaints, resolve problems and provide feedback for use in appraising performance. Employee is responsible for ensuring on-time delivery is met through quality & productivity standards.

SUPERVISION RECEIVED: Employee reports to Plant Manager, but may not be supervised.

DUTIES AND RESPONSIBILITIES:

- Mastering knowledge of all aspects of quality control and order fulfillment;
- Ensuring high quality final products, associated packaging, and documentation;
- Inspecting line output to verify and ensure conformance to specifications including directing corrective actions needed to meet quality standards and order fulfillment;
- Accurately documenting all aspects of line production including raw material usage, product generation, proper finished good counts and order fulfillment;
- Ensuring proper & safe handling of all products;
- Accurately documenting all performance issues for employees under Employee's supervision;
- Optimizing human and equipment resources to achieve production goals, including scheduling of employees;
- Maintaining production area in a clean and orderly manner, safe of any hazards, and endures that line clear procedures are followed;
- Ensuring proper start up and shut down procedures are followed;
- Monitoring inventory of materials, supplies, and equipment to ensure production requirements are met;
- Instilling integrity into every staff member and process;
- Communicating in a respectful manner and nurturing a positive work environment;
- Explaining company policies to subordinates and enforcing safety guidelines and procedures;
- Works in unison with other employees to ensure that all processes function to achieve Company goals;
- Uses Company tracking systems to post all activities on a daily basis;
- Ensures accurate recording of Production Units, Clock-in and Clock-out times, Materials usage, Scrap & Rejects.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the



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knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Education and / or Experience - A minimum of an Associate's Degree (A.A.) from a two-year college or technical school or at least one year experience serving in a similar capacity in a related field.
- Technical Capabilities - Familiar with Microsoft Office with proficiency in Word and Excel, and ability to satisfactorily complete training and demonstrate proficiency in use of all programs Company requires Employee to use in this position, including any proprietary or custom programs.
- Communication Skills - Individual must be able to read, write, comprehend instructions, prepare correspondence, and memos, and communicate fluently in English, including effectively presenting information to co-workers and management (both to individuals and groups), and to customers in a manner that properly and positively represents the Company and its reputation and image.
- Math Skills - Ability to correctly add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. The ability to compute rate, ratio, and percent is preferred. This individual must learn the ability to draw and interpret visual data. Accurate accountability of production units, working times and materials usage is essential to maintain this position. Employee may be required to calculate and approve employee payroll documents.
- Reasoning Skills - Capability to apply logic, skill, knowledge, solve problems, and carry out detailed written or oral instructions across a broad range of applications.
- Physical Demands - Job performance may require that Employee regularly or occasionally sit, stand, see, walk, talk, listen, use hands, handle a variety of items (materials, products, tools, etc.), reach, lift, push, pull, climb, balance, stoop, kneel, crouch, or crawl. Employee must be able to regularly lift and / or move up to 35 pounds and occasionally lift and / or move up to 80 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT: The Line Supervisor is responsible for maintaining safe working conditions in a fast paced manufacturing environment, while supervising several employees, and maintaining a production schedule. The work environment characteristics described above are representative of those an employee encounters while performing the essential functions of this job.