

# Supervisor



<b>Job Title: Supervisor</b>	<b>Job Status:</b> <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
<b>Reports to: Area Manager</b>	<b>Department:</b>
<b>FLSA Status:</b> <input type="checkbox"/> Part-Time <input checked="" type="checkbox"/> Full-Time	<b>Location:</b> Wrightown

## Position Summary

Lead a crew of teammates and coordinate work activities for the team, while also performing those same “hands on” activities. These activities include, operating various pieces of equipment and infrastructure (technology, software, processes, etc.) to extrude, rewind, print or manufacture items such as bags or pouches per customer specifications in conjunction with safety standards, production schedules, quality requirements, job efficiencies, and on-time delivery within a team environment.

## Essential Duties and Tasks

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. Reasonable accommodations may be made, upon request, to enable individuals with disabilities to perform the essential functions.

- Ensures the team is following safety procedures and processes.
- Understands the customers’ quality standards and apply them to make effective decisions daily within the team.
- Supervises the daily work schedule demands and coordinates appropriate resources and personnel to projects.
- Supervises that teammates are being productive and timely in their projects as it moves through work-in-process (WIP) at the facility.
- Communicates collaboratively with shared services departments for decision making purposes, improvement solutions or for support.
- Works effectively with other team leaders to support a common agenda as it pertains to caring, creative, and committed each and every day.
- Communicates regularly with teammates and at least weekly has (1) “tool box” meeting to promote alignment, transparency, and creative ideas from the teammates.
- Continually supervises housekeeping expectations and 5S philosophy (Sort, Set in Order, Shine, Standardize, Sustain) within the team.
- Develop, publish and share will all crew members a daily communication Power Point that includes elements of safety, quality, performance and recognition (part of weekly tool box talk).
- Ensures team meets or exceeds all safety and quality performance metrics.
- Identify and implement continuous improvement opportunities.
- Conducting daily shift audits with all operators/crew members to ensure material is being scanned to each new location when moved.
- Conduct daily audits to ensure employees are following all quality BRC rules and policies and hold the team accountable for compliance.

<b>Created by:</b> Kristine Taylor	<b>Created on:</b> 3/22/2018	<b>Effective Date:</b> 3/22/2018
<b>Revision #:</b> 1.0	<b>Revision Date:</b>	<b>Approved by:</b>

- Review daily production reports and confirm all rolls are consumed, waste is reported accurately and utilization (up/down time) is reported properly each shift. Record, document and provide corrective action plans to prevent reoccurrence.
- Is the liaison for PeopleSoft Production Reporting System.
- Edit and approve crew timesheets and employee schedules to include vacation, overtime and vacancy coverage to ensure machines that need to run are running.
- Manage employee training to ensure employee are trained; cross trained and qualified to perform multiple tasks within the department to minimize machine downtime.
- Able to cover as a supervisor in all departments in the event other department(s) need leadership support.
- All other duties as assigned.

## Qualifications, Education and Experience

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- High School diploma or Equivalent (GED) required.
- Secondary Education (certification, Associate or 4-year degree) or equivalent working experience.
- Prior Supervisory experience is preferred.
- Prior leadership skills either formally or informally.
- Good written and verbal communication skills.
- Ability to manage multiple priorities.
- Must have the desire to embrace change and influence the team to see the vision.
- Ability to communicate clear expectations and follow up to deliver expected results.
- Good conflict resolution skills.
- Ability to coach and mentor others for their career development.
- Ability to take coaching for their own personal development.

## Key Competencies

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- Reliability
- Safety
- Efficiency
- Retention
- Quality
- Ontime Delivery
- Recruiting
- Career Development

## Work Environment

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Work primarily in a climate controlled indoor environment with minimal safety/health hazard potential. Hearing protection, safety shoes and vision protection required.

## Physical Demands

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The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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The employee must frequently position or move up to 25 - 50 pounds. Lifting or moving items weighing greater than 50 pounds requires the use of lifting equipment or co-worker assistance.

Bending	<input type="checkbox"/> Never <input type="checkbox"/> Occasional <input checked="" type="checkbox"/> Frequent <input type="checkbox"/> Constant	Keyboarding	<input type="checkbox"/> Never <input type="checkbox"/> Occasional <input checked="" type="checkbox"/> Frequent <input type="checkbox"/> Constant
Carrying	<input type="checkbox"/> Never <input type="checkbox"/> Occasional <input checked="" type="checkbox"/> Frequent <input type="checkbox"/> Constant	Pulling	<input type="checkbox"/> Never <input checked="" type="checkbox"/> Occasional <input type="checkbox"/> Frequent <input type="checkbox"/> Constant
Crouching	<input type="checkbox"/> Never <input checked="" type="checkbox"/> Occasional <input type="checkbox"/> Frequent <input type="checkbox"/> Constant	Pushing	<input type="checkbox"/> Never <input checked="" type="checkbox"/> Occasional <input type="checkbox"/> Frequent <input type="checkbox"/> Constant
Reaching	<input type="checkbox"/> Never <input type="checkbox"/> Occasional <input checked="" type="checkbox"/> Frequent <input type="checkbox"/> Constant	Walking	<input type="checkbox"/> Never <input type="checkbox"/> Occasional <input checked="" type="checkbox"/> Frequent <input type="checkbox"/> Constant
Standing	<input type="checkbox"/> Never <input type="checkbox"/> Occasional <input checked="" type="checkbox"/> Frequent <input type="checkbox"/> Constant	Lifting	<input type="checkbox"/> Never <input checked="" type="checkbox"/> Occasional <input type="checkbox"/> Frequent <input type="checkbox"/> Constant

## Other Duties

*Always take ownership and be accountable for your actions. This job description is a tool for you to follow while at ProAmpac. Other job duties may be assigned to you, this outline is not to be considered a detailed description and you may have other duties/projects assigned to meet business needs. Good and reliable attendance, positive attitude and at or above job specific metrics and/or goals will reflect on your annual review. Always take ownership of your job and team.*

## EEO Statement

*ProAmpac provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other classification protected by state, federal, or local law. Further, the company takes affirmative action to ensure that applicants are employed and employees are treated during employment without regard to any of these characteristics. Discrimination of any type will not be tolerated.*

*I have received and reviewed the above job description.*

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

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