

Position Title

Production Shift Supervisor

Date Prepared

December 27, 1994

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Department

Manufacturing

Location

Brainerd

Reports to: Production Manager

I Position Purpose

- Supervises all personnel & oversees all aspects of the plant to ensure production requirements are fulfilled and quality standards are met.

II Budget Dimensions

- Overtime is maintained at minimum levels
- Aids in controlling internal costs through effective supply usage
- Works with fellow employees to develop skills that will aid in the reduction of raw material usage.

III Primary Functions: Duties, Responsibilities and Expectations

- Monitor and review set-ups on all machines ensuring all job parameters are met for each process.
- Responsible for implementing, supporting and monitoring the Bang Printing/Kensington material reduction/production improvement programs.
- Being the focal point and assist in the development of completing all process improvement of the Bang Printing/Kensington material reduction/production improvement program.
- Assures and directs the maintenance schedules on all equipment in production to ensure uninterrupted production.
- Assists in the development of manufacturing and printing objectives, policies, plans, and programs.
- Prepares work schedule (hours and shifts) for production employees.
- Maintains maximum plant productivity and quality control according to established standards; at a level that meets or exceeds the demands of the individual job.
- Responsible for overall efficiency of production departments. Recommends new procedures to improve production. Monitors and recommends salary changes, hiring, performance, and terminations or production employees.
- Disciplines and supervises all department personnel within company rules. Completes performance evaluations on time and within company guidelines.
- Ensures that all commitments to customers are delivered effectively.
- Plans and recommends new equipment purchases for the departments. Recommends purchase of supplies and parts necessary to the operation of the manufacturing areas.
- Attend all production meetings and participates in other meetings required by management.
- Studies and utilizes production records to attain top level of productivity with a minimum of non-chargeable time and spoiled work.

- Halts production on any job in any manufacturing department when quality requirements are not being met.
- Ensure equipment is operating through shift change and that all-pertinent information is forwarded to oncoming Production Support Leader.
- Informs subordinates of policies and procedures of the company. Informs Production Manager of production department or employee issues or problems.
- Communicates, interprets and enforces company policies and "shop rules" and recommends such changes as considered advisable.
- Cooperates with other department heads concerning customer relations, production planning and scheduling, purchasing and accounting.
- Keeps informed of all technological progress in the graphic arts industry relating to manufacturing departments under his/her supervision or control. Attends industry trade shows and applicable seminars as required.
- Reviews time sheets or data collection system daily and gives necessary guidance to ensure accuracy of time recording. Hold employees accountable for accurate and timely information recording.
- Maintains health, safety standards and records for all production departments. Report all safety concerns to the Production Manager or Safety Director.
- Complete necessary documentation and follow up on any accident or injury reporting.
- Conducts special projects as requested.
- Works to reduce spoil-work level.
- Performs other duties as requested.

IV Communication

Contacts

Nature of Contact

- | | |
|------------------------------------|---|
| * Vice President of Operations | * Direction, feedback, information exchange |
| * Production Manager | * Direction, feedback, information exchange |
| * Department Supervisors | * Communicate with and support each other |
| * Production Support Leaders | * Communicate, support, information exchange |
| * Manufacturing Employees | * Provide direction, guidance, performance feedback |
| * Scheduling/Purchasing | * Communicate, information exchange |
| * Customer Service Representatives | * Communicate job specifications |
| * Vendors | * Raw materials issues |
| * Customers | * Color job approvals, specifications |

V Problem Solving

- Ensure production is maintained
- Provide guidance on quality
- Provide support to employees and Production Support Leaders
- Accurately detail issues to Production Manager for resolution

VI Education and Experience

- Extensive knowledge in systems related to manufacturing. Ability to plan, organize, direct, control, and lead.
- Four years + in trade on similar equipment, graphic arts and/or technical school background beneficial.
- Excellent trouble shooting skills
- Leadership tendencies
- Good interpersonal skills
- Good communication skills

VII Travel/Physical Exertion

- Travel as required which may include occasional overnight stays
- Ability to lift 60lbs. on a regular basis
- Willing to work all shifts
- Willing to work as needed

Employee Signature

Date

**Performance Expectations
Production Shift Supervisor**

1 **Quality**

- A Ensure work produced exceeds expectations.
- B Perform quality signoffs on all plant production equipment and provide input on quality related issues on shift.
- C Perform plate checks & assure plates are available to prevent any downtime in pressroom.
- D Work in a quality orientated manner that promotes a positive example.

2 **Material Consumption**

- A Ensure employees are aware of trends by taking an active role with Production Manager in monthly meeting process.
- B Assist in addressing areas of high waste to assure operation meets supply & material usage.

3 **Productivity**

- A Insure production requirements are fulfilled according to established requirements.
- B Provide feedback to Production Manager on areas of production concern.
- C Maintain performance at established rates.
- D Insure continuous operation according to pressroom employee incentive plan.

4 **Policy**

- A Understand and support all established company policies.
- B Provide input to Production Manager on areas of employee concern regarding policy.

5 **Support**

- A Communicate with Supervisors to insure daily scheduling expectations are met.
- B Insure manufacturing area is neat, clean, and organized.
- C Perform projects and assignments as requested by Production Manager