

# Shift Supervisor

Job Title:	Shift Supervisor	Company Job Code:	.....
FLSA Status:	.....	Division/Department	.....
EEO Code:	.....	Reports to:	Plant Manager
Salary Grade/Band:	.....	Last Revision Date:	.....

## SUMMARY

Supervise production line operation in accordance with plant policies and procedures. Ensure smooth production operation during shift.

## PRIMARY RESPONSIBILITIES

1. Supervise production line operation in accordance with plant policies and procedures.
2. Train and coach production line employees.
3. Conduct employee performance reviews.
4. Responsible for shift schedule to include: work station assignments/rotations, employee training, employee vacations, employee breaks, overtime assignment, back-up for absent employees, and shift rotations.
5. Coordinate production startups, shutdowns, and changeovers.
6. Coordinate with Human Resources for appropriate staffing levels.
7. Schedule and conduct shift meetings.
8. Responsible to meet shift production goals.
9. Responsible for quality control. Make adjustments as necessary during shift to produce product within specifications. Reject product outside of specifications.
10. Operate within standard operating procedures (SOPs) and Job Safety Analysis (JSAs).
11. Communicate with other Shift Supervisors and Plant Manager.
12. Ensure a clean and safe work area.
13. Complete shift paper work.
14. Assist in production as necessary.
15. Other duties as assigned.

## ADDITIONAL RESPONSIBILITIES

1. Conduct quality control testing

## KNOWLEDGE AND SKILL REQUIREMENTS

1. Basic reading, writing, and arithmetic skills required. This is normally acquired through a high school diploma or equivalent.
2. Knowledge of the manufacturing processes, procedures, and machinery. This is normally acquired through two to five years of manufacturing experience.
3. Manual dexterity required for operating machinery and computers.
4. Ability to lift up to 30 pounds required.

## **WORKING CONDITIONS**

Working conditions are normal for a manufacturing environment. Work involves lifting of materials and product up to 30 pounds. Machinery operation requires the use of safety equipment to include but not limited to; eye safety glasses, hearing protectors, work boots, and hardhats. Loose fitting clothes and jewelry are not permitted.

**SOURCE: [hrVillage.com](http://hrVillage.com)**