



Job Location:

2930 Greenville Hwy Easley, SC 29640 (864) 859-7548

Contact Information:

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## **Molding Supervisor/Production Supervisor**

### **DUTIES AND RESPONSIBILITIES**

- ◆ Interprets company policies to workers and enforces safety regulations.
- ◆ Examines materials and products at various stages of processing for conformance to specifications.
- ◆ Observes machines and equipment for malfunction and orders adjustments or repair, or directs workers to make adjustments or repairs.
- ◆ Reviews production schedules and determines resource needs and makes appropriate adjustments in resource allocation as schedule dictates.
- ◆ Interprets specifications, blueprints, and job orders to workers, and assigns duties.
- ◆ Establishes or adjusts work procedures to meet production schedules.
- ◆ Recommends measures to improve production methods, equipment performance, and quality of product.
- ◆ Suggests changes in working conditions and use of equipment to increase efficiency of production or employees.
- ◆ Responsible for directing housekeeping activities. Must ensure that Operators, Relief, Mold Setters and Material Handlers keep neat and organized work areas including machine and floor cleanliness, to include 5S, (everything has its place).
- ◆ Gives and/or organizes break schedule for relief operators.
- ◆ Analyzes and resolves work problems, or assists workers in solving work problems.
- ◆ Maintains production records per management requirements.
- ◆ Issue warnings for attendance, disciplinary actions, and quality problems.
- ◆ Fill out shift report/summary before end of shift.
- ◆ Document and initiate corrective action for tooling or equipment deficiencies to allow corrective action to be implemented.
- ◆ Confers with other supervisors to coordinate activities of individual departments.
- ◆ Fill in as needed to cover for other Molding Supervisors for absenteeism and vacation coverage.
- ◆ Update and continuously check all appropriate documentation, standard operating procedures and logs, maintain compliance with quality standards.
- ◆ Supervises, trains and evaluates full time and temporary employees.
- ◆ Works with Human Resources to conduct job interviews for new employees.
- ◆ Must attend scheduled classes offered by the Company in areas of Team Building and Leadership.
- ◆ Maintains a continuous focus on scrap reduction and improved product quality. Work with Process Engineering, Manufacturing Engineering and Maintenance as needed to achieve desired results.
- ◆ Ensure that press cycles are being maintained, notify Processors and document inconsistent or over cycle processes.
- ◆ Performs **ANY** and **ALL** duties as directed by the Plant Manager to achieve maximum plant performance.