

EAST COAST EROSION BLANKETS, LLC

JOB DESCRIPTION: PRODUCTION SUPERVISOR (FULLTIME) OES CODE 51-9199

Position Summary:

Performs all tasks involved in the production of the company's products. Repetitive manufacturing of products such as erosion control blankets and wattles in a fast-paced industrial organization. Reports to the Operations Manager. FLSA Status is Non-Exempt.

Essential Duties and Responsibilities include, but are not limited to:

- Product fabrication to make full line of company products by supervising staff, organizing and monitoring workflow.
- Accomplishes set goals for them self and assigned team by communicating job expectations, planning, monitoring and appraising job results).
- Maintains staff by training employees and developing personnel growth opportunities.
- Maintains work flow by monitoring steps of the process; setting processing variables; observing control points and equipment; monitoring personnel and resources; studying production methods; implementing cost reductions; developing reporting procedures and systems; facilitating corrections to malfunctions within process control points; initiating and fostering a spirit of cooperation within and between departments.
- Completes production plan by scheduling and assigning personnel; accomplishing work results; establishing priorities; monitoring progress; revising schedules; resolving problems; reporting results of the processing flow on shift production summaries.
- Maintains quality service by establishing and enforcing organization standards.
- Ensures operation of equipment by calling for repairs; evaluating new equipment and techniques.
- Provides manufacturing information by compiling, initiating, sorting, and analyzing production performance records and data.
- Assist or recommend systems and procedures changes by analyzing operating practices, record-keeping systems, forms of control, and personnel requirements; implementing change.
- Maintains safe and clean work environment by educating and directing personnel on the use of all control points, equipment, and resources; maintaining compliance with established policies and procedures.
- Spends 85% of scheduled hours on the production floor and 15% administration duties in the office.
- Maintains professional and technical knowledge by attending educational workshops; seminars or any training deemed necessary by East Coast management.
- Contributes to team effort by accomplishing related results as needed.
- Willingness and ability to learn all functions and positions in the production department.
- Must have or be willing to obtain OSHA 10 hour safety certification in the required time frame.

Supervisory Responsibilities:

- Directly responsible for overseeing and managing the equipment, staff, processes and results on the production floor. Monitor scheduling and all production activities as well as acting as the company first-line representative should issues arise.

Competencies and Qualifications:

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily, demonstrate the following competencies, and meet the requirements listed below for knowledge, skill, and/or ability.

Interpersonal - Ability to communicate effectively with company employees and all levels of management; Listens and gets clarification; Able to follow verbal instructions; Writes clearly and informatively; Presents numerical data effectively; Able to read and interpret written information; Able to follow written instructions; Contributes to building a positive team spirit; Puts success of team above own interests.

Organization - Shows respect and sensitivity for cultural differences; Treats people with respect; Works with integrity and ethically; Upholds organizational values; Follows policies and procedures; Supports organization's goals and values.

Self-Management - Displays willingness to make decisions; Exhibits sound and accurate judgment; Includes appropriate people in decision-making process; Makes timely decisions; Uses time efficiently; Approaches others in a tactful manner; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Demonstrates accuracy and thoroughness; Meets productivity standards; Strives to increase productivity; Works quickly; Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly; Adapts to changes in the work environment; Able to deal with frequent change, delays, or unexpected events; Is consistently at work and on time; Commits to long hours of work when necessary to reach goals.

This is only a general overview of the position and is not all encompassing of duties. Employment will be at an At-Will status and can be terminated at any time by either party.

Education and/or Experience – 2 years prior experience or training in a manufacturing/production facility. 2 years previous experience in a supervisory capacity. Organization skills and a willingness to assume accountability for the company goals and expectations.

Language Skills - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

Mathematical Skills – Ability to add and subtract two-digit numbers. Ability to perform these operations using imperial/standard units and weight measurements.

Reasoning Ability – Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations. Deal with complexities while managing processes and process improvements.

Other Skills and Abilities – Ability to work varied shifts, including nights, weekends and holidays.

Physical Demands - 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.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee is frequently required to climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee is occasionally required to sit. The employee must regularly lift and /or move up to 50 pounds. Must be able to lift and / or move 75 pounds or more with assistance.

Work Environment - The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions; moving mechanical parts; fumes or airborne particles; outside weather conditions; extreme cold and extreme heat. The noise level in the work environment is usually very loud.

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Job Description Acknowledgement - I have received a copy of this job description and have read (or had it read to me) and I completely understand all my job duties, responsibilities, and performance criteria. I acknowledge I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to company needs without it being specifically included in the job description. If I have any questions about job duties not specified in this description that I am asked to perform, I should discuss them with my immediate supervisor. I further understand that future performance evaluations and merit increases to my pay are based on my performance of the duties, responsibilities, and performance criteria outlined in this job description to the satisfaction of my immediate supervisor.

I have discussed any questions I may have had about this job description and performance criteria prior to signing this form.

Employee's Signature

Date

Employee's Name (please print)

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