*Wilbert Logo*

2nd Shift Supervisor

1. **DUTIES AND RESPONSIBILITIES**

* Interprets Wilbert Plastic Services policies and procedures to all employees and enforces safety regulations.
* Examines materials and products at various stages of processing for conformance to specifications.
* Observes machines, secondary equipment, and automation for malfunction and orders adjustments, repair, and 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.
* 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 meeting and or exceeding daily housekeeping / organizational, 5’s expectations.
* Responsible for ensuring that all direct reports maintain neat and organized work areas including molding machines, secondary equipment, storage areas, work areas, personal equipment, floor cleanliness, and including meeting 5’s standards.
* Monitors hourly production rate across facility and ensures measures are taken to meet standard productions goals and objectives.
* Monitors hourly scrap rate across facility and ensures measures are taken to meet company scrap goals and objectives.
* Gives and/or organizes break schedule for Team Leaders, and Relief Operators.
* Analyzes and resolves work problems, or assists workers in solving work problems.
* Works in conjunction with Quality Department and other resource groups as required to provide problem solving, corrective actions, and or containment support to internal / external quality concerns.
* Maintains production records per management requirements.
* Issue warnings for attendance, disciplinary actions, and quality problems.
* Fills out shift report/summary at end of shift and reviews for accuracy prior to final submittal.
* Responsible for meeting overall shift / company metrics goals and objectives. (Productivity, Utilization, OEE, Scrap, Cycle Times, Cavitation, PPM, Delivery, Safety)
* 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.
* Perform LAP’s as defined. 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.
* Ensure daily staffing requirements are achieved in all required departments of responsibility.
* Ensures all scheduled overtime is documented and properly approved per company policies and procedures.
* Attend all scheduled classes / training offered by the Company.
* Maintains a continuous focus on scrap reduction and improved product quality.  Work with Process 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.
* Works with all necessary resource groups to maintain 100% on time delivery to all WPS Customers.
* Performs **ANY** and **ALL** duties as directed by Operations Manager to achieve maximum plant performance.

1. **SUPERVISORY RESPONSIBILITIES**

The Production Supervisor supervises the following team members on respective shift - Team Leaders, Relief Operators, Machine Operators, Process Technicians, Mold Setters, and Material Handlers. Supervises and coordinates activities of employees engaged in molding of plastic components, operating and maintaining injection mold machines.

1. **EDUCATIONAL AND OTHER SKILL REQUIREMENTS**

High School Diploma with 3-5 years applicable experience or Associates degree with 2-3 years applicable experience in a manufacturing environment or equivalent in experience and education required.

Must demonstrate leadership skills and have interpersonal skills/demeanor to motivate the staff and build trust with the workforce.

Other requirements:

Patience

Good verbal and written communication skills

Organization

Regular and reliable attendance and punctuality

Ability to engage in shift work

 Send Resume to:

Christy Brady

Human Resource Manager

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