

## **CLEAR EDGE FILTRATION**

### **Job Description**

**Job Title:** Production Supervisor

#### **SUMMARY STATEMENT:**

Plan, organize and control all aspects of the production of a Clear Edge product family from receipt of order to shipment to ensure that products are produced efficiently, on time, within budget and to standard.

#### **ESSENTIAL FUNCTIONS AND KEY RESPONSIBILITIES:**

##### Project Related:

- Gain a thorough working knowledge of Clear Edge products and processes involved in taking products from receipt of order to shipment, including, but not limited to:
  - Planning orders and issuing production paperwork in Microsoft Dynamics AX.
  - Scheduling of departments/job functions to complete production orders.
  - Inventory planning and adjustments.
  - Specific job tasks involved in converting raw materials to finished products, i.e. cutting, sewing, packaging, etc.
  - Inspections and packaging requirements for different Clear Edge products.
  - Travel up to 50% to/from New York will be required for a period of 3-5 months to accomplish these tasks.
- Work with Continuous Improvement Manager to document the process flow and specific job tasks through job instructions which will be used for training and ongoing reference in Tulsa.
- Oversee new employee training, establishing a culture of engagement, continuous improvement, and safety from the outset. Work with personnel from New York that can train new employees on specific job tasks

##### Ongoing:

- Direct management of personnel involved in production of a specific Clear Edge product family.
  - Lead People of major functions and/or shifts reporting directly to the Production Manager.
  - All production personnel within the specific Clear Edge product family report through the Lead People to the Production Manager.
  - Work schedules, including overtime when required.
  - Training to maximize productivity, flexibility, and opportunity of all employees.
  - Communication with employees on expectations, individual and work group performance, and opportunities for improvement.
  - Involving all employees in improvement activities.
  - Annual performance reviews with assistance and oversight by Human Resources, and input from Lead People as appropriate.
  - Discipline and performance improvement plans as required for production employees with assistance and oversight by Human Resources, and input from Lead People as appropriate.
- Schedule the production of specific orders with the assistance of a Planner.
- Work with the Continuous Improvement Manager to improve the quality, cost, and lead time of Clear Edge products through process improvement and a well-trained, engaged workforce.
- Report on performance metrics and production issues for the product family.

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#### **HEALTH, SAFETY & ENVIRONMENTAL**

Provides a work environment free from recognized health and safety hazards, specifically; informs new employees of their health and safety responsibilities, procedures, rules and regulations; assures that required equipment and personal protective devices are provided, maintained, and used; takes prompt action when unsafe acts or conditions are reported or noted; provides for health and safety training and education on a continuing basis; investigates and reports all on-the-job accidents promptly and requests medical treatment if necessary; coordinates or conducts internal inspections to assure safe and healthful working conditions.

#### **ANCILLARY JOB FUNCTIONS AND RESPONSIBILITIES:**

Performs other duties as required. These duties may include assignments in job classifications other than the primary assignment.

#### **FORMAL EDUCATION, TRAINING, PROFESSIONAL CERTIFICATION AND WORK EXPERIENCE:**

Experience may be substituted for the formal education requirements in this section at the discretion of management. Bachelor's degree (B.A.) in business or another appropriate discipline from a four-year college or university and six (6) plus years experience in a high production, manufacturing environment with 5 years of supervisory/managerial experience; or equivalent combination of education and/or experience.

#### **LEVEL OF SUPERVISION REQUIRED:**

The level of supervision required described here is representative of that which must be met by a Stakeholder to successfully perform the essential functions of this job. Works under limited supervision. Sound judgment, completeness and accuracy are expected.

#### **COMMUNICATION AND SPECIAL SKILLS:**

Communicate effectively using electronic media and in written and verbal forms. Make telephone and direct personal contact with internal and external personnel and make formal presentations to small or large groups. Competent in the use of standard software applications such as Microsoft Word and Excel. Must possess interpersonal and communication skills to interact with other people.

#### **PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by a Stakeholder to successfully perform the essential functions of this job, the Stakeholder frequently is required to talk or hear. The Stakeholder is frequently required to walk. The Stakeholder must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus. Must be able to travel between facilities and operate standard office equipment. Work in excess of eight (8) hours per day and five (5) days per week as required. Must be able to ascend and descend stairs.

#### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those a Stakeholder encounters while performing the essential functions of this job. Must be able to tolerate exposure to dust, fumes, noise, temperature and other elements in the shop area, if required. The noise level in the work environment is usually moderate.

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**MENTAL REQUIREMENTS:**

The mental characteristics described here are representative of those a Stakeholder encounters while performing the essential functions of this job. Must be able to work as a team member, work well under stress and handle multiple priorities. Strong leadership skills, independent thinking, strong organizational and planning abilities and excellent analytical and problem solving skills.

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

Rev: A

HR Approval: \_\_\_\_\_

Rev. History      Content

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Approval:

A

Added Health, Safety & Environmental Section 11/6/12

Pam Schlegel

Date: