

# SPECIALTY PRINTING, LLC

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## Production Lead Supervisor

### SUMMARY OF RESPONSIBILITY:

The Coater Production Supervisor oversees manufacturing workflow and personnel in order to meet customer requirements, on time goals, and production needs as outlined in the production schedule and all Coater Unit Requirements.

### Essential Functions:

#### Work involves *most of the following*:

- Responsible for achieving all departmental business, quality and safety goals established by Management.
- Monitor Coater Equipment to verify quality, productivity, and waste, meet established requirements.
- Totally address all production, scheduling, quality, and maintenance problems.
- Ensure all personnel are properly trained for their positions, safety awareness, coater maintenance and additional current or future, special job related requirements.
- E-mail daily production summary to designated addresses.
- Identify root causes of errors and subsequent corrective action.
- Operate coater if needed and do appropriate monitoring and job approvals.
- Assist on all staffing level requirements
- Monitor daily active consumption dashboards.
- Identify production improvement opportunities.
- Verify data collection entries are correct.
- Review efficiency and downtime key indicators on a daily basis and institute corrective action when appropriate.
- Drive Lean and Quality Management Systems initiatives.
- Assist on special projects and perform other duties as required by Management.

### Other Functions:

- Acts as a backup for Business Unit Manager.
- Attend meetings, conferences and seminars.
- Is assigned to special projects.
- Perform related duties as required.

**The duties listed above are intended only as illustrative of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar or a logical assignment to the position.**

### QUALIFICATIONS AND COMPETENCIES:

- Associates degree in manufacturing technology or equivalent experience. Bachelor Degree preferred
- Four or more years of manufacturing experience on related equipment in a Lead role.

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- MS Office proficiency required.
- Knowledge of related production methods, materials, and equipment.
- Good understanding of Lean Manufacturing principles is preferred.
- Good supervisory skills and the ability to apply them in the workplace.
- Excellent interpersonal skills.
- Effective oral and written communications skills.
- Ability to prepare reports and use computer terminal. (ie. Excel, Word documents, PowerPoint, Crystal Reports)
- Ability to work in a fast-paced environment and juggle multiple priorities.
- Able to think quickly, assess a situation and make a sound decision.
- Able to use technology to optimize efficiency and effectiveness.
- Solid written and verbal communication, listening, organization and priority setting skills.
- Listens well and retains instructions; accepts constructive feedback from supervisor.
- Solid critical thinking and problem solving skills.
- Excellent analytical, mathematical, and computations skills.
- Assertive, self-directed; able to work without supervision.

**Mental and physical requirements:**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be highly mobile, able to access all areas of the premises;
- Ability to concentrate and remain focused while handling multiple tasks, responsibilities and projects;
- Ability to work over eight hours in a work day, and over 40 in a work week as necessary;
- Ability to give understandable written and verbal instructions;
- Must be able to perform bending, twisting, stooping, reaching, and lifting of equipment of at least 75 pounds;
- Occasional pushing of paper rolls that may weigh up to 450 lbs. onto press shafts;
- Assisting Crew in equipment breakdown.
- Is frequently required to use hands to finger and reach with hands and arms; and
- Vision abilities including close vision and the ability to adjust focus.