

Job Description

Job Title: Cutting Supervisor

Department: Benchmark Foam Inc.

Reports To: Plant Manager

Summary: Directs and coordinates activities of Cutting department in processing materials or manufacturing products by performing the following duties personally or through subordinate supervisors. Consistently acts as a representative of Benchmark Foam by personifying the company's Core Values of Integrity, Commitment and Excellence.

Essential Duties and Responsibilities: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties. Other duties may be assigned.

Participate in objective setting, plan development and performance review of plant performance. Reviews production orders or schedules to ascertain product data such as types, quantities, and specifications of products and scheduled delivery dates in order to plan department operations. Plans production operations, establishing priorities and sequences for manufacturing products. Prepares operational schedules and coordinates manufacturing activities to ensure that production and quality of products meets specifications.

Works with the plant scheduler to establish priorities for specific customer orders. Reviews production schedules and related information and confers with team members to determine material requirements to identify overdue materials and to track material. Revises schedule according to work order specifications, established priorities, and availability or capability of workers, parts, material, machines, and equipment. Reschedules identical processes to eliminate duplicate machine setups.

Distributes work orders to departments, denoting number, type, and proposed completion date of units to be produced. Confers with team members to determine progress of work and to provide information on changes in processing methods. Directs team members to efficiently operate machinery, equipment and processes to achieve optimum quality products.

Interfaces with all levels of management and employees to gather information and provide guidance for implementation.

Designs and conducts training to increase performance capabilities.

Inspects machines and equipment to ensure specific operational performance and optimum utilization. Maintains inventory of materials and parts needed to complete production.

Reviews production and operating reports and resolves operational, manufacturing, and maintenance problems to ensure minimum costs and prevent operational delays. Develops or revises standard operational and working practices and observes workers to ensure compliance with standards. Develops and updates process procedures to ensure that documentation is accurate and understandable.

Determines the test methods, procedures, parts, and equipment needed to implement production changes. Designs methods for maintaining or increasing production levels while improving production costs, yields, quality and safety. Troubleshoots process problems and identifies solutions which reduce downtime and conserve maintenance costs. Oversees third party quality assurance program (Radco testing & compliance).

Monitors safety compliance and production area state of cleanliness, providing direction to team members as needed. Implements programs and procedures required to ensure plant cleanliness. Purchases material, supplies and equipment as required. Compiles, stores, and retrieves production reports and data. Takes independent actions as needed to accomplish goals.

Fosters positive working relationships. Responds proactively to performance concerns, discipline, employee complaints and other employee relations matters. Conducts and documents employee performance reviews based on job descriptions to determine competency, knowledge and contribution of the employees.

Assists Human Resources with the hiring process for Cutting department team members. Assists with training new employees and cross training of all department team members.

Job Specific Competencies:

Education and/or Experience: Two-year Associates degree and/or minimum two years experience.

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. Ability to speak effectively with employees of organization, providing specific direction.

Mathematical Skills: Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of U.S. currency, weight, measurement, volume, distance. Ability to perform operations using metric weight, measurement, volume, distance.

Reasoning Ability: Ability to apply common sense to carry out instructions furnished in written, oral, or diagram form. Ability to deal with situations involving several possible solutions.

Computer Skills: To perform this job successfully, an individual should have knowledge of basic computer hardware and software.

Certificates, Licenses, Registrations: Current South Dakota Class 1 - Car/Light Truck Driver's License required. National Career Readiness Certificate (NCRC) preferred.

Other Qualifications: Eighteen (18) years of age or older.

Essential Physical Functions: While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to sit; climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment: While performing the duties of this job, the employee is regularly exposed to moving mechanical parts. The employee is occasionally exposed to fumes or airborne particles and risk of electrical shock. The noise level in the work environment is usually loud. If required or requested, hearing protection is supplied.

This document does not constitute an offer of employment or create an employment contract of any kind. Any job offer will not provide a contract other than an at-will relationship between Benchmark Foam Inc. and employee.

The Company has reviewed this job description to ensure that essential functions of the position have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

I have read and understand my responsibilities for this role at the Company as noted above, and declare that I am able to perform the essential functions of the position with or without a reasonable accommodation.

Employee
Signature: _____ Date: _____

Origination Date: May 2010
Date Revised: November 2011
Revised: January, 2013