

Job Description

Job Title: 2nd Shift Supervisor

Department: Benchmark Foam Inc.

Reports To: Plant Manager

Summary: Oversees all production departments while supervising staff, organizing and monitoring work flow. Plans and assigns work, implements policies and procedures and recommends improvements in production methods, equipment, operating procedures and working conditions. This is a hands-on Supervisory position. 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. Benchmark Foam operates on the principle of effective teamwork. Other duties may be assigned.

Assist with production duties alongside team members while remaining aware of production processes and coordinating the teams work activities. Learn and understand basic functions of each department. Operate and run equipment as needed. Keeping production and customer service goals in mind, identify problems, then make required corrections or revisions to production processes or personnel activities. Engage with all supervisors to set priorities/production demand.

Inspect machines and equipment to ensure specific operational performance and optimum utilization

Report and respond to product and process nonconformance issues; implement effective corrective actions utilizing structured planning methods.

Balance quality, productivity, labor, cost, safety and morale to achieve positive results in all production areas. Work to continuously improve in all areas. Responsible for learning and understanding variance reports. Embrace product quality and process control. Support team to continue 5S Lean System.

Participate on safety committee. Serve as point of contact for safety issues/concerns. Lead incident investigations and corrective action.

Foster positive working relationships. Respond 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 of 2nd shift production department team members. Oversees 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: January, 2017
Revision Date: May 2020