



POSITION DESCRIPTION

POSITION TITLE: Chemical Production Supervisor I

DEPARTMENT: Chemical Production

APPROVED BY:

A handwritten signature in black ink, appearing to read 'Ham Moley'.

REPORTING RELATIONSHIPS

POSITION REPORTS TO: Senior Production Manager

POSITIONS SUPERVISED: Blending Specialist, Lead Blending Specialist

POSITION PURPOSE

Responsible for directing, organizing, and overseeing the blending of chemical products. Ensures that all formulation and blending functions are completed in accordance with established quality and production standards. Completes related paperwork and support duties. Communicates with purchasing and inventory to ensure that supplies and inventory are at appropriate levels. Sets up machinery and ensures that machinery operates properly. Assists with other production activities as needed. Assists in evaluating production employees. Completes the duties of Blending Specialists as needed.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

1. **Assumes responsibility for organizing, directing, and overseeing the correct and timely completion of formulation and blending production functions.**
 - a. Organizes, schedules, and prioritizes formulation and blending production functions.
 - b. Sets up equipment for the line. Ensures that equipment is operating properly and is properly maintained. Assists Blending Specialists with equipment operation as required.

- c. Oversees all foam production processes. Ensures that processes are being completed according to Company standards and specifications.
 - d. Completes related paperwork, reports, and support functions. Monitors inventory for each job to ensure appropriate levels. Requisitions new materials as appropriate.
 - e. Maintains the production schedule provided by the Production Manager. Informs management of any significant problems, issues or concerns.
2. **Assumes responsibility for ensuring that production functions are conducted in accordance with Company policies and procedures.**
- a. Ensures that established production procedures and instructions are followed.
 - b. Ensures quality and safety standards are met.
 - c. Ensures that deadlines are met.
 - d. Ensures that work area is clean, secure, and well maintained.
 - e. Reviews and updates production policies and procedures regularly.
3. **Assumes responsibility for establishing and maintaining good communication, coordination, and working relations with Company personnel and with management.**
- a. Assists, directs, and supports production personnel as needed. Assists the Production Manager in evaluating the progress and performance of Blending Specialists. Provides suggestions for improved performances. Performs the duties of Blending Specialists as needed.
 - b. Keeps the Production Manager informed of area activities and of any significant concerns. Identifies problems and provides suggestions.
 - c. Attends meetings as required.
 - d. Coordinates assembly line production with other related production functions.
4. **Assumes responsibility for related duties as required or assigned.**
- a. Ensures that work area is clean, secure, and well maintained.
 - b. Completes and updates production and inventory records as assigned.
 - c. Completes special projects as assigned.
 - d. Assists in other areas as needed.
-

PERFORMANCE MEASUREMENTS

1. Production deadlines are met and minimum stock levels, as outlined by management, are maintained. Production functions are completed in accordance with Company standards and procedures. Procedures are reviewed and updated as needed.
 2. Quality control samples confirm that batches are made as per specification and procedures as outlined.
 3. Established production, safety and quality standards are met or exceeded. Production is efficiently scheduled and well coordinated with related area functions.
 4. Effective communication and coordination exist with Company personnel and with management. Assistance, direction, and support are provided as needed.
 5. Blending Specialists are efficient, effective, and properly trained. Senior Production Manager is assisted with performance evaluations.
 6. Line inspections are accurately and effectively conducted.
-

QUALIFICATIONS

EDUCATION/CERTIFICATION:	High school graduate or equivalent (minimum)
REQUIRED KNOWLEDGE:	Understanding of production standards and procedures Thorough knowledge of formulating, testing, and inspecting all types of chemical products
EXPERIENCE REQUIRED:	At least three years of chemical production (or related) supervisory experience
SKILLS/ABILITIES:	Able to operate production machinery Quality orientation and attentive to detail Good manual dexterity Strong supervisory abilities Solid decision-making skills Cooperative and willing to assist others Able to perform basic computer functions Strong mechanical ability

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

- LIFT1:** Foam production worker must lift empty pail/bucket of raw material from pallet to fill station. Requires vertically transferring empty pail/bucket of raw material weighing up to (2 lbs.) from (86") to (18"), up to (72/hr.).
- LIFT2:** Foam production worker must lift and pour pail/bucket of raw material into mixing tanks. Requires vertically transferring pail/bucket of raw material weighing up to (45 lbs.) from (15") to (36"), up to (72/hr.).

- LIFT3:** Foam production worker must lift and pour pail/bucket of raw material into mixing tanks. Requires vertically transferring pail/bucket of raw material weighing up to (50 lbs.) from (15") to (36"), up to (18/hr.).
- LIFT4:** Foam production worker must lift pail/bucket of raw material into mixing tanks. Requires vertically transferring pail/bucket of raw material weighing up to (50 lbs.) from (15") to (50"), up to (72/hr.).
- LIFT5:** Foam production worker must lift propane tank onto the back of the forklift to replace empty propane tank. Requires vertically transferring propane tank weighing up to (80 lbs.) from (15") to (55"), up to (1/day).
- LIFT6:** Foam production worker must lift propane tank out of storage shelves. Requires vertically transferring propane tank weighing up to (80 lbs.) from (50") to (15"), up to (1/day).
- LIFTCARRY1:** Foam production worker must lift and carry pail/bucket of raw material to pallet for shipping or storage. Requires vertically/horizontally transferring pail/bucket of raw material weighing up to (40 lbs.) from (5") to (18"), up to (72/hr.), a distance of (7 feet) without mechanical assistance.
- CLIMB1:** Foam production worker will climb stairs (standard step height) up to overhead work platform. Requires climbing stairs up to 24 steps/hr. in (1 hr.).
- CLIMB2:** Foam production worker will climb onto and off of forklift (15 in. step height). Requires climbing stairs up to 1 steps/hr. in (1 hr.).
- CLIMB3:** Foam production worker will climb up/down ladder to perform overhead platform work. Requires climbing ladder up to 9 rungs/hr. in (1 hr.).
- CONFINED ACCESS1:** Foam production worker needs to be able to fit under work platform. Must access spaces with specific entries (50").
- TEMPERATURE:** Foam production worker must tolerate working environment with inside ambient temperatures.

WORKING CONDITIONS

Worker subject to changing inside temperature (such as freezers or cold rooms).

Worker subject to fumes, odors, dusts, gases, and/or poor ventilation that affect the skin or respiratory system.

MENTAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

- REASONING ABILITY:** Ability to deal with a variety of variables under only limited standardization. Able to interpret various instructions.

MATHEMATICS ABILITY:

Ability to perform very basic math skills including adding; subtracting, multiplying, and dividing two-digit numbers; the four basic arithmetic operations with money; and operations with units, such as inch, foot, yard, ounce, and pound (or their metric counterparts).

LANGUAGE ABILITY:

Ability to use passive vocabulary of 5,000-6,000 words; read at a slow rate; and define unfamiliar words in dictionaries for meaning, spelling, and pronunciation.

Ability to write complex sentences, using proper punctuation, and using adjectives and adverbs.

Ability to communicate in complex sentences, using normal word order with present and past tenses and good vocabulary.

INTENT AND FUNCTION OF JOB DESCRIPTIONS

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.