

**Description:** Production Supervisor

**Production Supervisor Job Purpose:** Manufactures products by supervising staff; organizing and monitoring work flow.

**Production Supervisor Job Duties:**

- Accomplishes manufacturing staff results by communicating job expectations; planning, monitoring, and appraising job results; coaching, counseling, and disciplining employees; initiating, coordinating, and enforcing systems, policies, and procedures.
- Maintains staff by recruiting, selecting, orienting, reviewing and training employees; developing personal growth opportunities.
- Maintains work flow by monitoring steps of the process; setting processing variables; observing control points and equipment; monitoring personnel and resources; studying methods; implementing cost reductions; developing reporting procedures and systems; facilitating corrections to malfunctions within process control points; initiating and fostering a spirit of cooperation within and between departments.
- Completes production plan by assigning personnel; accomplishing work results; establishing priorities; monitoring progress; resolving problems; reporting results of the processing flow on shift production summaries.
- Maintains quality service by establishing and enforcing organization standards.
- Ensures operation of equipment by calling for repairs; evaluating new equipment and techniques.
- Provides manufacturing information by compiling, initiating, sorting, and analyzing production performance records and data; answering questions and responding to requests.
- Recommends revisions after analyzing operating practices and personnel requirements.
- Maintains safe and clean work environment by educating and directing personnel on the use of all control points, equipment, and resources; maintaining compliance with established policies and procedures.
- Resolves personnel problems by analyzing data; investigating issues; identifying solutions; recommending action.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies.
- Contributes to team effort by accomplishing related results as needed.

**Skills/Qualifications:** Supervision, Coaching, Managing Processes, Process Improvement, Dealing with Complexity

# Production Operator Job Description

**Reports To:** Shift Supervisor

**Department:** Operations

**Status:** Hourly

## Job Summary:

Operators are responsible for all aspects of the production process, including: material handling, equipment operation, process monitoring, quality control, warehousing, and various support activities. The operator position duties and responsibilities can change regularly based on the plants need.

## Essential Functions:

Provide minimal maintenance to equipment as directed.

Operation of process equipment and others as assigned in a safe and efficient manner.

Perform Quality sampling of products produced.

Troubleshoot problems identified in Quality sampling.

Document results of processing and Quality sampling

Maintain an organized and clean workplace including: all areas of the plant, workstations, equipment, walkways etc.

Possess strong organizational skills, a positive attitude and the ability to work well as a team.

Ability to self-start yet take orders as directed.

Ability to move and lift up to 50 pounds.

Good reading and comprehension skills.

Other duties as assigned.

## Qualifications:

Two years' experience working in a manufacturing or industrial setting.

Experience and/or background in equipment operations and/or maintenance.

Candidates will be required to pass a pre-employment background, drug and work screen.

Candidate must have a strong desire to be a part of and contribute to a growing company.

**Description:** Industrial Maintenance Mechanic

**Industrial Maintenance Mechanic Job Purpose:** Maintains production and quality by ensuring operation of machinery and mechanical equipment.

**Industrial Maintenance Mechanic Job Duties:**

- Ensures operation of machinery and mechanical equipment by completing preventive maintenance requirements on engines, motors, pneumatic tools, conveyor systems, and production machines; following diagrams, sketches, operations manuals, manufacturer's instructions, and engineering specifications; troubleshooting malfunctions.
- Locates sources of problems by observing mechanical devices in operation; listening for problems; using precision measuring and testing instruments.
- Removes defective parts by dismantling devices; using hoists, cranes, and hand and power tools; examining form and texture of parts.
- Determines changes in dimensional requirements of parts by inspecting used parts; using rules, calipers, micrometers, and other measuring instruments.
- Adjusts functional parts of devices and control instruments by using hand tools, levels, plumb bobs, and straightedges.
- Controls downtime by informing production workers of routine preventive maintenance techniques; monitoring compliance.
- Fabricates repair parts by using machine shop instrumentation and equipment.
- Maintains equipment, parts, and supplies inventories by checking stock to determine inventory level; anticipating needed equipment, parts, and supplies; placing and expediting orders; verifying receipt.
- Conserves maintenance resources by using equipment and supplies as needed to accomplish job results.
- Provides mechanical maintenance information by answering questions and requests.
- Prepares mechanical maintenance reports by collecting, analyzing, and summarizing information and trends.
- Maintains technical knowledge by attending educational workshops; reviewing technical publications; establishing personal networks.
- Maintains continuity among work teams by documenting and communicating actions, irregularities, and continuing needs.
- Maintains safe and clean working environment by complying with procedures, rules, and regulations.
- Contributes to team effort by accomplishing related results as needed.

**Skills/Qualifications:** Equipment Maintenance, Technical Understanding, Technical Zeal, Deals with Uncertainty, Basic Safety, Power Tools, Attention to Detail, Flexibility, Supervision, Job Knowledge, Productivity

**Details on acquiring any of these positions will be available  
at the Alsip Job Fair**