

PHD MANUFACTURING, INC.
JOB DESCRIPTION

Job title: PRODUCTION SUPERVISOR - FLOOR

Department: Production

Reports to: Plant Manager

- ❑ Open or close shop (swing shift)
- ❑ Schedule production jobs
- ❑ Check parts against prints
- ❑ Perform quality control checks at each work station throughout the day
- ❑ Report equipment breakdowns to maintenance
- ❑ Notify maintenance of needed set ups
- ❑ Fill out absentee memo for employee absence occurrences
- ❑ Resolve employee production-related problems
- ❑ Monitor the flow of production
- ❑ Refer employee problems/complaints to plant manager or human resources as needed
- ❑ Administer fork lift training program
- ❑ Prepare paperwork for plant injuries
- ❑ Arrange to transport injured employees for treatment
- ❑ Administer tool box program
- ❑ Perform new hire plant tour
- ❑ Assign trainer to new hires
- ❑ Assure that employees follow proper housekeeping procedures
- ❑ Brief afternoon turn supervisor on dayturn events
- ❑ Assure that employees follow all safety procedures
- ❑ Report violations of company rules to human resource director
- ❑ Perform other duties as directed by management
- ❑ Wage - \$17.00/hour