



**KONDEX CORPORATION
POSITION DESCRIPTION**

POSITION TITLE: Shift Supervisor
DATE: April 21, 2022
SHIFT: 2nd shift, Monday-Friday 2:30 pm to 11:00 pm
TYPE: Hourly, eligible for overtime
REPORTS TO: VP of Manufacturing

POSITION PURPOSE/MISSION:

The Shift Supervisor is responsible for the development, organization, and success of the Manufacturing team in multiple departments on 2nd shift. The Shift Supervisor will manage their team, as well as support the other Shift Supervisors by acting as their backup when needed. The Shift Supervisor is to ensure that plans and programs of KonDEX production and quality systems are carried out in a safe manner, in accordance with company policies and procedures. The Shift Supervisor will help to satisfy KonDEX's customers with exceptional service by attracting, developing, and retaining associates who can most competitively meet our customer's needs while maintaining and enhancing our company culture.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Plan, organize and direct all team activities within his/her department(s).
2. Ensure the safety of associates by establishing and maintaining procedures that define safe working practices and enforcing safety policies and procedures throughout the plant.
3. Regularly meet with department associates to communicate company directives, goals and objectives, and to discuss department and inter-department issues.
4. Establish appropriate expectations for team members, measure and maintain team's production and quality goals and standards.
5. Ensure that all necessary training and documentation is in place for team members to safely and successfully perform their duties.
6. Assist in developing or improving processes, including active involvement in our continuous improvement program.
7. Assist in recruiting new associates by participating in plant tours and interviews.
8. Train new associates in production processes and methods and maintain skill levels of associates through additional training.
9. Complete performance evaluations of team members and create relevant development plans.
10. Coach team members on KonDEX's Values and Beliefs and document coaching actions.
11. Maintain operating budget for department and ensure that production supplies and equipment are procured in an efficient and cost-effective manner.
12. Maintain facility and machines in accordance with KonDEX's safety & housekeeping programs, including 5S and Preventive Maintenance.
13. Monitor and report equipment, machine and tooling wear trends and assist with problem solving of maintenance issues.
14. Encourage cooperation and teamwork among fellow teammates and support other Shift Supervisors.
15. Maintain open communications to resolve conflicts quickly and fairly.

POSITION CHALLENGES:

1. Motivating and directing the work of plant associates
2. Planning staffing needs to match immediate and future requirements
3. Keeping up with changes in product lines and processes
4. Managing department expenses to budget
5. Managing multiple projects, of varying complexity, at the same time
6. Identifying and developing improvement opportunities

SUPERVISION EXERCISED:

- Directly or indirectly supervises all plant associates within his/ her assigned department(s), including temporary associates. May directly supervise other process specialists or line leaders.

ORGANIZATIONAL RELATIONSHIPS:

- Primary internal relationships include all plant associates, other Shift Supervisors, VP of Manufacturing, Manufacturing Engineering team, Demand Planners, Product Engineering team, Purchasing, and Human Resources.
- Primary external relationships include customers and suppliers.

QUALIFICATION REQUIREMENTS:Minimum Technical Qualifications:

1. High School diploma or equivalent.
2. Two-three years' work experience directly supervising, training, and coaching employees in a manufacturing environment.
3. Prior experience using Microsoft Word, Excel, and email.
4. Experience reading manufacturing documents such as blueprints, routings, and customer orders.
5. Quality and safety system experience.

Preferred Technical Qualifications:

1. Associate or bachelor's degree or other advanced related certification. Additional experience may substitute for education.
2. Shop experience in heat treating, stamping, machining, assembly, or other manufacturing processes.
3. Gauging and measurement system experience.
4. Prior experience with MRP or other automated scheduling systems.
5. Knowledge of Lean Manufacturing tenets, such as 5S, flow lines and work cells.
6. Interviewing experience.

Required Behavioral Competencies:

1. Team Management
2. Active Communications
3. Organizing & Planning
4. Delegation
5. Coaching & Counseling
6. Adaptability
7. Conflict Management
8. Listening Skills
9. Problem Solving & Decision Making

10. Results Orientation

CULTURE: Follows Kondex Values & Beliefs

TRAVEL: Minimal

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an associate to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the associate is regularly required to sit and use hands to type and use other office equipment. The associate is regularly required to use the telephone in communication with suppliers, customers, and associates. The associate is regularly required to walk. May assist production, material handling or maintenance associates in their duties, as necessary.