

DIVISION Tyler Coupling
DEPARTMENT Gasket
SECTION _____
UNIT _____

JOB CODE T-07
DATE 08/24/2021
GRADE 04
ANALYST Micayla Helms

Job Name: Production Supervisor – Gasket

DESCRIPTION OF DUTIES

General Function Under direction of the Plant Manager, responsible for schedules and supervision of plant activities of employees involved in the manufacturing of no-hub gaskets.

Duties:

1. Responsible for scheduling and supervising the activities of employees involved in the manufacturing of ho-hub gaskets, assuring a high quality product at the lowest cost possible.
2. Responsible for ordering, scheduling, maintaining quality and improve pricing of incoming raw materials for rubber department. Prepares daily individual production, absentee and overtime and accident records for department employees.
3. Schedules, supervises and participates in the preventative maintenance program. Makes machine setups and adjustments and coordinates production changes.
4. Responsible for training new employees, counsel and discipline employees, also maintains up-to-date and accurate departmental personnel files. Schedules production vacation periods and coordinates with payroll on any changes.
5. Coordinates material and component parts flow and analyzes department costs in an effort to reduce expenses.
6. Responsible for maintaining clean, safe and orderly work areas.
7. Performs various other miscellaneous duties as required.

Employees assigned to work areas that involve hazardous material must attend periodic training classes pertaining to the proper handling and disposal of hazardous material as required by the E.P.A.

Performs all duties safely. Observes at all times, the applicable safety rules of the plant, department and the job. If no specific safety rule exists regarding a specific task or assignment then reasonable precaution is to be exercised. Reports to supervisor every unsafe act, practice, or condition which comes to the attention of the employee.

Total Points

45	Education	Knowledge of manufacturing methods and techniques. High School Diploma required. Specialized training and/or college degree preferred.
125	Experience	Over five years related experience. Experience with Rubber injection molding preferred.
75	Complexity of Duties	Wide variety of duties involving general knowledge of Company policies and procedures. Duties require considerable judgement to work independently toward general results, devising new production methods, modifying or adapting standard procedures to meet new conditions.
40	Supervision Received	Under general direction, working from policies and general objectives. Rarely refer specific cases to superior unless clarification or interpretation of company policies is involved. Responsible for a three shift operation.
60	Errors	Probable errors difficult to detect such as recommending unsuitable equipment resulting in excessive costs or inadequate product. May have adverse effect on outside relationships.
40	Contacts with Others	Regular contacts with subordinates and other departments, furnishing information and reports, discussion of controversial subjects and supervisory matters, requiring tact to avoid friction and obtain cooperation.
20	Confidential Data	Regularly works with some confidential data of major importance such as product costs, sales schedules, wage and salary rates, production schedules, which if disclosed might have adverse internal or minor external effect.
20	Mental and Visual Demand	Flow of work and character of duties involves the coordination of manual dexterity and normal mental and visual attention.
15	Working Conditions	Undesirable working conditions. Exposed to noise, dust, heat, oil and smoke.
40	Character of Supervision	Direct supervision of department involving responsibility for results in terms of costs, methods and personnel on a three shift operation.
40	Scope of Supervision	Responsible for supervising 20-30 employees.