

JOB DESCRIPTION

Job Title:	Shift Supervisor / Group Leader		Dept:	Production	
FLSA:	Exempt	Issue Date:	03/06/02	Revision Date:	12/31/07

Note: [Direct reporting structure is based on division organization charts.](#)

Key Areas of Responsibility (Answerable for the following end results)

1. Supervise and coordinate all activities of employees assigned to the department.
2. Meet or exceed productivity and quality standards using all resources and support available.
3. Ensure all department personnel adhere to all safety rules and report on unsafe conditions as soon as reasonably possible.
4. Direct the department in a manner that promotes high morale, teamwork, pride, productivity and quality.
5. Ensure that job performance problems and conflicts are resolved fairly in accordance with the Employee Handbook with assistance of Human Resource Department.
6. May be required / requested to support / assist launch activities as necessary
 - Coordinate required equipment repair with Maintenance and / or Tooling departments.
 - Communicate with team leads and members of the department, by continually updating them on all information affecting the efficient and safe operations within the department.
 - Liaise with all supporting departments to resolve problems.
 - Accurately and promptly complete all paperwork associated with the position (corrective actions, scrap reports, production reports, downtime, employee evaluations, etc.)
 - Coordinate production part rework, repair or tear down as needed.
 - Document all activities as required
 - Adhere to all company guidelines for Emergency Evacuation to ensure employee safety.
 - Any additional responsibility deemed necessary by management.

Limits of Authority

- Advise Operations Manager of those situations that may pose a significant risk to the program, product assurance, facilities, and employee safety or customer satisfaction results.
- Initiate actions to prevent the occurrence of any nonconformance relating to product, process & systems.
- Identify and record any problems relating to the product, process or system
- Initiate, recommend or provide solutions through appropriate channels and verify implementation.
- Control further processing and delivery of nonconforming product until the deficiency is corrected.

Basic Education, Experience and Training Requirements

- High school diploma or equivalent combination of education and experience.
- Minimum 2 years related experience in automotive / manufacturing environment
- Excellent written, mathematical and analytical skills.
- Proficient in basic computer skills, including Microsoft Office (Excel and Word)
- Possess good technical understanding of processes and machinery,
- Demonstrate organizational, leadership and communication skills

Health, Safety and Physical Demand Requirements

- Normal amount of sitting and standing, average mobility to move around an office and plant environment, able to conduct normal amount of work on a computer.

Internal Training Requirements

- Quality Mission Statement (QMIS)
- Environmental Mission Statement (EMIS)
- Evacuation Route (EMER)
- Orientation (ORIE)
- Employee Charter / Operating Philosophy (CHAR)
- Process 18.0 – Production Management (PR18)
- Process 3.0 – Nonconformance Management (PR03)
- Process 23.0 – Training, Education and Evaluation (PR23)
- Process 24.0 – Health and Safety Management (PR24)
- Process 13.0 – Change Management (PR13)
- *Process 17.0 – Receiving Management (PR17), as needed*
- *Process 22.0 – Shipping Management (PR22), as needed*
- Significant Aspects Overview (ASPC)
- Clark Broadcast Database (CLAR)
- Accident Investigation (ACC)

GM APPROVAL: _____
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- Trans4M Overview (TR4M)
- E-Time (TIME)

Risks Associated with Job Function

- Blood Borne Pathogens
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The above points have been explained sufficiently.

Employee's Name (print)

Date

Employee's Signature

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INITIALS