

<b>Job Title:</b>	<b>Production Supervisor</b>	<b>Employee Name:</b>	
<b>Date Issued:</b>		<b>New/Revised</b>	New
<b>Authorized By:</b>	<b>Plant Manager</b>		
<b>Date Revised:</b>			

**POSITION DESCRIPTION:** Responsible for production lines to meet customer requirements and ISO 9001:2000 standards and following all safety guidelines.

**REPORTS TO:** Plant Manager

**SUPERVISES:** Slitter line or leveling line and packaging personnel

**RELATIONSHIP TO OTHERS:** Work continuously with team members and other Charter Steel personnel.

**RESPONSIBILITIES:**

- Performing job functions in accordance with production order instructions and meet ISO 9001:2000 standards.
- Measure finished goods using micrometers, measuring tapes and/or calipers and record measurements on the proper forms.
- Perform job functions as described above and any others assigned by the Plant Manager
- Perform and aid in general facility maintenance of work area.
- Meet production schedules and customer requirements by establishing and maintaining good communications with the Plant Manager, Customer Service Manager and any other Charter Steel personnel necessary.
- Must be able to identify conforming/nonconforming product, follow the procedure for reporting nonconforming product and communicate to supervisor or operator as needed.
- Attend all meetings for safety, training, etc.
- Advise supervisor and operator of any process problems.
- Conduct all activities in an honest and ethical manner and within the guidelines of company policies, procedures and practices.

**EXPERIENCE/EDUCATION REQUIREMENTS:**

A high school education, GED or equivalent experience or training is preferred. Suitable employees may receive on-the-job training in lieu of these requirements.

**PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee 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 employee is regularly required to talk and hear. The employee is frequently required to stand, walk, sit, use hands to finger, handle and feel, and reach with hands and arms. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception and ability to adjust focus.

**WORK ENVIRONMENT:**

While performing the duties of this job, the employee is primarily in a manufacturing environment. Some on site/factory work or inspection may be required. The noise level in the work environment is usually moderate. The noise level at a site may require hearing protection. The position may have conditions that are hazardous and safety procedures must be followed.

**LANGUAGE/MATH SKILLS:**

Ability to read and write in English or Spanish. Ability to speak effectively with other employees in the organization. Ability to understand and follow safety procedures.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Plant Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_