



**Job Title:** Shift Supervisor  
**Employment Status:** Full-Time  
**Classification:** Non-exempt  
**Work Schedule:** Day / Swing / Grave  
**Travel:** Required for training and execution of job duties  
**Reports to:** Production Manager  
**Supervisory Responsibilities:** Yes

**Position Summary:** Supervises daily production activities to ensure smooth workflow, quality production, timely delivery, and accurate recordkeeping. Manage staffing needs to ensure on-time delivery by setting workforce schedules, approving vacation requests, and participating in interviewing process. Ensure compliance with safety, quality and company policies. Mentor staff and facilitate problem solving. Explain and demonstrate production procedures and techniques. Assist with inventory control, packaging, warehousing, and production as needed. Support Lean business practices in a continuous improvement environment.

#### **Essential Functions:**

- **Leadership:** Supervise daily production activities to ensure smooth workflow and quality production by frequently monitoring workstations. Mentor staff and facilitate problem solving. Motivate and encourage teamwork within the workforce and foster growth and development through effective informal and annual performance appraisals.
- **Safety:** Ensure safety procedures are adhered to at all times including wearing appropriate personal protective equipment, safe forklift/truck driving, safe handling of warehouse equipment/tools, and safe lifting techniques.
- **Quality:** Ensure quality standards are maintained including compliance to ISO Quality Management System and GMP procedures and policies. Review and analyze data to initiate actions that contain and eliminate root causes of waste.
- **On Time Delivery:** Ensure inputs/outputs and labor are accounted for and documented in a timely manner; ensure information is accurately documented into computer systems and recorded on work orders, packaging, and daily logs in accordance with the production schedule.
- **Efficiency:** Ensure operators meet or exceed work standards for throughput.
- **Training:** Train operators to ensure machinery is operated in accordance with documented ISO procedures and work instructions including packaging and special instructions.
- **Continuous Improvement:** Measure and improve production methods, equipment performance, and quality of product. Suggest changes in working conditions, process, and use of equipment to increase efficiency through incorporating LEAN Methodologies and Tools throughout the organization.

#### **Other Duties**

- **Inventory Control:** Coordinate cycle counting and year-end inventory counting activities. Analyze inventory variances and initiate corrective actions.
- **Teamwork:** Establish and maintain positive relationships by communicating in a respectful and professional manner. Deal with difficult situations with tact and resourcefulness. Coordinate activities of the warehouse with activities of other departments to provide products to customers in an accurately and timely manner; respond to requests and provide pertinent information to achieve and maintain a positive team environment. Actively participate in NCMR dispositions and meetings to achieve continuous improvement initiatives.

*This is not meant to be a comprehensive listing of activities, duties, and responsibilities. These items may change or new items may be assigned with or without notice.*

### **Experience and Education Requirements**

- BS in Management Science (i.e. Production Operations Management/Supply Chain) preferred
- Minimum three years manufacturing leadership experience

### **Knowledge, Skills, and Abilities (KSA's) Required**

- Strong proficiency and skills with PC/MS Office/ERP Systems
- Highly organized and ability to multitask
- Strong written and verbal communication skills required
- Proficient mechanical aptitude and math skills
- Possess a high level of attention to detail and accuracy
- Team player that works well within a group
- Ability to make sound business decisions independently without direct supervision
- Ability to work multiple shifts to accommodate emergency situations

### **Other Qualifications**

- Valid Driver's license with acceptable driving record
- Forklift certified
- Covid-19 vaccination: *Because business travel is an essential function of this position, Gusmer requires that any individual holding this position is fully vaccinated for Covid-19 and can show proof of same prior to commencing employment. This requirement is based on travel guidance and recommendations from the Centers for Disease Control and Prevention and is consistent with Gusmer's duty to provide and maintain a workplace that is free of known hazards and to safeguard the health of Gusmer's employees and their families, its customers and visitors, and the community at large.*

### **Physical Requirements**

The physical demands listed are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. Modified "light duty" restrictions may be arranged as needed and when available for job-related injuries or illnesses.

While performing the duties of this job, the employee is regularly required to walk on normal and uneven surfaces and sit; use hands for writing and keyboarding; lift and/or move up to 50 pounds. The employee is occasionally required to lift, carry, and push up to 65 pounds; stand, stoop, and bend; and hand grip up to 20 pounds. The employee is required to use a ladder to reach high areas for performing work. This position also requires hand coordination to operate a forklift and scissor lift. The employee may occasionally encounter uneven and/or slippery surfaces when in warehouse.

Specific vision abilities required by this job includes close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. Acute hearing is necessary for telephone and in-person communication with customers and fellow employees, and visual acuity sufficient to read a computer screen and paper documents.

### **Working Conditions**

This position typically functions in a manufacturing and warehouse environment. Exposure to hot and cold temperatures is dependent on climate. Exposure to dusty conditions may exist at times. The job may require working outdoors on occasion.

### **EEO Policy Statement:**

*Gusmer Enterprises, Inc. provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. Gusmer will also consider requests for reasonable accommodations made by applicants and employees on an individualized basis, including those based on disabilities and sincerely-held religious beliefs, where such accommodations do not impose an undue burden on the business. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.*

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