



Republic Plastics

Position Title: Technical Supervisor
Department: Maintenance
Reports to: Operations Manager
FLSA Status: Salary Exempt
Revision Date: 04/22/2021

Position Summary:

Supervises and develops assigned maintenance personnel and proactively coordinates all activities of the technical department in manner that supports global plant operations. Areas include but are not limited to; Extrusion, Thermoforming, Maintenance, Warehouse and General Operations. Position takes a lead role on all plant matters concerning EH&S.

Responsibilities:

To perform this job successfully, this individual must be able to perform each job duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions. The Technical Supervisor essential job duties, but are not limited to the following.

- Keeps all plant equipment in safe operating condition.
- Supervises all full time and temporary Associates assigned to the Technical department.
- Trains, coaches, evaluates, counsels, audits and reviews full time and temporary Associates assigned to the Technical department.
- Plans and coordinates all corrective and preventative maintenance with the appropriate plant personnel and the operations manager.
- Enforces extraordinary high quality repair standards.
- Takes leading role with regards to required EH&S dedicated programs.
- Proactively procures plant equipment, supplies and parts with the highest quality and lowest cost in mind.
- Persistently pursues the completion of company goals and objectives.
- Leads plant expansion and major process improvements activities.
- Maintains maintenance spending accounts to set budgets.
- Takes a leading role on plant food safety audits.
- Performs routine plant safety audits. Repairs any discrepancies expeditiously.
- Professionally confers with other supervisors to coordinate operations and activities within or between departments.
- Confer with management or subordinates to resolve worker problems, complaints, or grievances. Ensures follow up is completed on all issues.
- Implement, follow and enforce safety and sanitation regulations.
- Implement, follow and enforce policies and procedures.
- Follow, comply with and model all company rules, policies and directives, including the Associate Handbook.

- Lead, manage and discipline Associates when appropriate in accordance with all policies.
- Ensure everyone is treated equally and consistently including timeliness.
- Confer with other supervisors to coordinate operations and activities within or between departments.
- Demonstrate equipment operations and work and safety procedures to new Associates, or assign Associates to experienced workers for training.
- Read and analyze charts, work orders, shipping schedules, and other records and reports to determine requirements and to evaluate current shipping needs.
- Support Operations Manager with day to day plant activities and responsibilities.
- Proactively communicate schedule changes to all parties possibly impacted.
- Purchase necessary supplies and inventory items for the department.
- Drive a CONTINUOUS IMPROVEMENT culture in every facet of company operations.
- Ensures the Plant Operations Manager is well informed in a timely manner on all plant activities, including but not limited to; Safety, Quality, Productivity, Training and ALL Human Resource issues.
- Attends work as scheduled, including 40 or more hours per week and weekends and evenings as required. Must also be able to also effectively respond to issues related to a 24-hour/7 days a week operation.

This list of job duties is not all-encompassing. Associates will be expected to perform all other duties that will be assigned as necessary.

Required Physical and Mental Abilities:

The physical and mental abilities described here are representative of those that must be met by an associate to successfully perform the essential functions of the Technical Supervisor position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *General Physical Requirements* – The ability to stand, walk, hear, and smell. The ability to use hands to finger, handle, or feel and reach with hands and arms. The associate is occasionally required to sit, climb or balance; and stoop, kneel, crouch or crawl.
- *Lifting* – The ability to occasionally lift and or move up to 10 pounds, frequently lift and or move up to 25 pounds, and occasionally lift and or move up to 50 pounds.
- *Vision and Hearing* – Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. In addition, good hearing is required.
- *Manual Dexterity* – The ability to quickly move your hand, your hand together with your arm or your two hands to grasp, manipulate, or assemble objects.
- *Multi-limb Coordination* – The ability to coordinate two or more limbs (for example, two arms, two legs, or one arm and one leg) while sitting, standing, or lying down. It does not involve performing the activities while the whole body is in motion.
- *Active Listening* - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- *Trunk Near Vision* - The ability to see details at close range (within a few feet of the observer).
- *Speech Recognition* - The ability to identify and understand the speech of another person.
- *Speech Clarity* - The ability to speak clearly so others can understand you.
- *Selective Attention* – The ability to concentrate on a task over a period of time without being distracted.
- *Problem Sensitivity* – The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem only recognizing that there is a problem.

- *Language Skills* – Must be able to read and comprehend simple instructions, short correspondence, and memos in English as required for work and business related purposes. Must also be able to write and communicate in English in simple correspondence and to effectively present information in one-on-one and small group situations to other associates as required for work-related tasks. Must also be able to understand and converse in English during emergencies and circumstances or situations where associates must be able to communicate to ensure the safety of themselves, other associates, and/or company property.
- *Coordination* - Adjusting actions in relation to others' actions.
- *Speaking* - Talking to others to convey information effectively.
- *Learning Strategies* - Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- *Reading Comprehension* - Understanding written sentences and paragraphs in work related documents.
- *Social Perceptiveness* - Being aware of others' reactions and understanding why they react as they do.
- *Monitoring* - Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- *Time Management* - Managing one's own time and the time of others. Must have the ability to manage multiple, competing priorities and projects.
- *Management of Personnel Resources* - Motivating, developing, communicating and directing Associates as they work, identifying the best Associate for the job.
- *Instructing* - Teaching others how to do something.
- *Positive Attitude* - A mental attitude that interprets situations and events as being best or optimized.
- Act as liaisons between maintenance and production departments.
- Supervise and assign duties to associates engaged in technical control and production product.
- Train associates in the repair of equipment such as various machinery, electrical, and the scheduling of equipment maintenance.
- Test equipment to ensure proper operation.

Experience And Education:

A Bachelor's Degree in a related field plus 3-4 years of experience supervising maintenance or technical employees in a manufacturing environment or a Minimum of 10+ years of experience managing a maintenance or technical department in a manufacturing environment, including, but not limited to, experience supervising and managing employees, department budgeting and finances, and departmental operations. Experience in Plastics Thermoforming is preferred.

Computer Skills:

Basic computer knowledge.

Language Skills:

The ability to read and comprehend simple instructions, short correspondence, and memos in English. Ability to write in English simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other associates of the organization.

Mathematical Skills:

The ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations, and understand and employ the fundamentals of plane and solid geometry and trigonometry.

Reasoning Ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions. The associate must have the ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Certificates, Licenses, Registrations:

Plastics processing certification preferred.

Work Environment:

The work environment characteristics described here are representative of those an associate encounters while performing 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 exposed to moving mechanical parts. The associate is occasionally exposed to high, precarious places; fumes or airborne particles; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate. The associate will be exposed to high-pressure operating systems, including water, air, molten plastics and butane. The Associate will be exposed to temperatures and atmospheric conditions typical of a non-climate controlled manufacturing facility environment, including excessively warm or cold temperatures.

Comments:

This is not an all-encompassing list, and other duties will be assigned as required. This position is a key position in the self-directed - teamwork driven production environment of Republic Plastics. An individual in the Technical Supervisor position will have to be dedicated, responsible, highly motivated, safety and quality conscience, and driven to exceed productivity and cost targets.

Company Core Values

Within our manufacturing organization and in adherence to our corporate values, we will treat each other and anyone who enters our facility with the utmost respect and dignity. We will endeavor to excel at, and hold each other to the following values in everything we do.

Safety – a commitment from each of us to follow rules and guidelines to ensure freedom from the occurrence or risk of injury, danger, or loss.

Teamwork - each of us doing our part to support the overall goal, which is to increase the profitability of the company and its associates.

Accountability - the willingness to accept responsibility for one's actions.

Positive Attitude - a state of mind in relationship to our work environment and accomplishing our goals.

Quality/Excellence - the nature by which each of our products, service and interaction can be identified as good or worthy.

Integrity/Honesty - adhering to a high set of ethical standards, the unimpaired state of continual improvement personally and professionally.

Commitment - pledging oneself to the cause or goal

Job Description Acknowledgment

I have received and/or been given access to the Technical Supervisor job description. I have read the job description (or had it read to me) and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined in the job description with or without reasonable accommodation. I understand that the job duties and responsibilities outlined in the job description are not all encompassing and that I will be expected to perform all other duties that may be assigned as necessary. I have discussed any questions I may have had about the job description prior to signing this form.

Print Associate name: _____

Associate Signature

Date