



Republic Plastics

Position Title: Production Senior Lead
Department: Extrusion & Thermoforming
Reports to: Production Supervisor
FLSA Status: Non Exempt
Shift: 12 hour shift duration
Revision Date: 10/18/2017

Position Summary:

Supervise and coordinate the daily activities of safety, quality and production of Associates, such as operators and packers, etc. The Production Senior Lead works closely with, and at the direction of, the Production Supervisor to ensure that the company safely and efficiently produces the highest quality products. They assist and support the Production Supervisor's efforts and directives to implement and comply with all human resource, safety, quality, and housekeeping policies and procedures. The Production Senior Lead also assists and supports the Production supervisor in meeting and exceeding production objectives, as well as continuously improving the Company's people and processes.

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 Production Senior Lead's essential job duties include, but are not limited to, the following:

- Assist and support the Production Supervisor in managing and supervising the production floor and managing of production jobs (whiteboards), raw materials, and safety.
- Serves as acting-Production Supervisor when the Production Supervisor is not on the floor.
- Access, review, interpret and analyze data from the company's information systems in order to coordinate and direct the day to day tasks of production associates by communicating job expectations; assist with the planning, monitoring, and appraising job results; provide guidance and coaching to associates regarding job tasks and company policies.
- Maintain work flow by monitoring steps of the process; setting processing variables; observing control points and equipment; assist with the monitoring personnel and resources; assist with troubleshooting of equipment and the development of possible solutions.
- Ensure that all products meet required quality standards and that finished goods are produced with minimal errors so as to reduce customer complaints.
- Confer with management or subordinates to resolve worker problems, complaints, or grievances.
- Implement, follow and enforce safety and sanitation regulations.
- Implement, follow and enforce policies and procedures.
- Lead and manage Associates.

- Direct and coordinate the activities of Associates engaged in the production or processing of goods.
- Confer with supervisors to coordinate operations and activities within or between departments.
- Report to appropriate management personnel any policy violations, safety incidents, or other similar facts and circumstances that could either put other employees and/or the Company in jeopardy.
- Demonstrate equipment operations, work and safety procedures to new Associates, or assign Associates to experienced associates for training.
- Model appropriate and acceptable safety behaviors for associates by, for example, using all required personal protective equipment, performing job tasks in a safe manner, and following all safety practices and procedures.
- Assist in the analysis and interpretation of production data, charts, work orders, production schedules, other records and reports.
- Assist with raw material inventories.
- Work with other team members to complete tasks and achieve department goals.
- Follow instructions and directions provided by Production Supervisors, the Operations Manager and/or other members of management.
- Follow and comply with all company rules, policies and directives.
- Attend work as scheduled and/or requested by Production Supervisors, the Operations Manager and/or other members of management.

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 Production Senior Lead 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.
- *Strength* - The ability to use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without 'giving out' or fatiguing.
- *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.
- *Decision making* - When trying to make a good decision, a person must weigh the positives and negatives of each option, and consider all the alternatives. For effective decision making, a person must be able to forecast the outcome of each option as well, and based on these items, determine which option is best for the particular situation.
- *Social Perceptiveness* - Being aware of others' reactions and understanding why they react as they do.
- *Monitoring* - Monitoring/Assessing performance of yourself, other individuals, or processes 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.
- *Instructing* - Teaching others how to do something.
- *Positive Attitude* - A mental attitude that interprets situations and events as being best or optimized.
- *Interpersonal Skills* - The ability to take and direction and constructive criticism from peers, supervisors, and management while maintaining a positive outlook and attitude.

Experience and Education:

High School Diploma (or GED or High School Equivalence Certificate). Equivalent experience may be substituted for educational requirement where associate demonstrates the necessary skills and capability. Experience in manufacturing required; Plastics Thermoforming preferred.

Computer Skills:

Must possess basic computer knowledge, including, but not limited to, the ability to generate and edit word processing documents and spreadsheet reports. Must also be able to work with email programs, such as Microsoft Outlook.

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 addition, subtraction, division, fractions, percentages, ratios, and proportions to practical situations.

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 and deal with several abstract and concrete variables.

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 manufacturing 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 Production Senior Lead position will have to be dedicated, responsible, highly motivated, safety and quality conscience, and driven to exceed productivity and cost targets. The associate bonus program is driven by Quality and Productivity; in that order of priority.

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 Production Senior Lead 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