



JOB DESCRIPTION MANUAL

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| Document ID SPIJDM0104 | Title PLANT SUPERVISOR | Print Date 11/25/2016 | Revision 1.0 |
| Effective Date 11/28/2016 | Prepared by Mark Bateman / Operations Manager | Date Prepared 11/24/2016 | |
| | Approved by Frank Massimino / Plant Manager | Date Approved 11/25/2016 | |

SUMMARY

The plant supervisor is responsible for overseeing and directing shift production operations within the companies policies and procedures. The plant supervisor will lead teams in developing and maintaining a clean and safe work environment, establish and enforce company policies, maintain plant production targets and lead the set up and take down of molds.

KEY DUTIES AND RESPONSIBILITIES

- Using the overhead crane to transport molds / mold components throughout the shop and prepare them for production.
- Responsible for Set Up / Down activities pertaining to Mold Changes
- Using the forklift to transport molds / mold components throughout the shop and prepare them for production.
- Perform fork lift and over head crane inspections
- Follows company health and safety, 5S and ISO policies and procedures
- Maintains safe operations by keeping work area clean and organized and by adhering to safety procedures and regulations
- Maintains equipment by completing basic preventive maintenance requirements; following manufacturer's instructions; initiating repair work orders.
- Maintains continuity among work shifts by documenting and communicating actions, irregularities, and continuing needs.
- Documents actions by completing required paper and/or electronic logs
- Participate in required meetings and training.
- Responsible to maintain proper material levels, concentrate levels, grinder operations at press
- Responsible to complete the Mold Change Checklist
- Update cell daily lean visual boards
- Reviews production and operating reports and resolves operational, manufacturing, maintenance, and quality problems to ensure minimum costs and prevent operational delays
- Supervise, instruct, evaluate and discipline production associates in their roles.
- Conduct production associate performance evaluations.
- Monitor, adjust and approve timecards.
- Perform related duties as required

ORGANIZATIONAL RELATIONSHIPS

The plant supervisor reports directly to the plant manager. Plant supervisors may also take direction from the quality manager, materials manager and operations manager.

QUALIFICATIONS

Extensive knowledge and experience in plastics injection molding, including mold setup and processing
 Engineering or technical diploma and/or equivalent work experience
 Ability to multitask in a number of areas
 Previous supervisory and mold technician experience within an automotive environment

PROCEDURES

| PROCEDURE ID AND NAME | POLICIES AND PROCEDURES MANUAL |
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JOB DESCRIPTION FORM

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|-----------------------------|---|-----------------|-------------------|------------------|---------------|---------------------------|
| Division/Department: | Stratus Plastics International - Production | | | | | |
| Location: | Tecumseh, Ontario, Canada | | | | | |
| Job Title: | Plant Supervisor | | | | | |
| Reports to: | Frank Massimino | | Job Title: | Plant Manager | | |
| Type of position: | Student | Contract | Casual | Full Time | Salary | Hours per Week: 40 |
| | | | | | X | |
| Wage Range: | | | | Benefits: | | |

General Description

The plant supervisor is responsible for overseeing and directing shift production operations within the companies policies and procedures. The plant supervisor will lead teams in developing and maintaining a clean and safe work environment, establish and enforce company policies, maintain plant production targets and lead the set up and take down of molds.

Work Experience and Education Requirements

Extensive knowledge and experience in plastics injection molding, including mold setup and processing
 Engineering or technical diploma and/or equivalent work experience
 Ability to multitask in a number of areas
 Previous supervisory and mold technician experience within an automotive environment

Reporting and Organizational Relationships

The plant supervisor reports directly to the plant manager. Plant supervisors may also take direction from the quality manager, materials manager and operations manager.

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|---------------------|--|------------------|--|
| Reviewed by: | | Title: | |
| Approved by: | | Title: | |
| Date Posted: | | Duration: | |

ISO REVISION LOG

| Date | Revision | Date | Revision | Date | Revision |
|------------|-------------------|------|----------|------|----------|
| 11/23/2016 | Implement REV 1.0 | | | | |
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Posting
Managers
Signature