

MB Production Supervisor

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| Job Description: | MB (Meltblown) Production Supervisor |
| Qualifications: | At least 3 yr. mfg. experience |
| Functions: | Supervision of MB winderman and operators (12 hour shifts – 3 days on/3 days off) – Night Shift |
| Location: | High Point, NC |

- I. Objective:** To improve efficiency, reduce COGS, manufacture first quality goods, generate requisitions to purchase raw materials.

II. Duties

- A. Safety: Responsible for proper operations resulting in safety of employees, equipment and facility.
- B. Quality: Responsible to run product as per specifications, categorize properly (rewinds and waste), package and store in accordance with plant standards. Monitor total quality assurance system and educate workers.
- C. Production: Responsible for efficiencies of quantities produced, raw materials used, effective use of personnel, line maintenance of equipment and all record keeping required by the production scheduler. Raw material assurance. Suggest changes in processes. Assist in education of personnel on testing work instructions.
- D. Cost: To run product within cost parameters of original design; be efficient in use of raw materials, labor and machinery; streamline quality testing procedures; establish statistical process control; empower technicians to do more testing; effective use of testing equipment; eliminate redundancy in tests.
- E. Housekeeping: Maintain company standards at all times. Report as directed on standard housekeeping/maintenance procedures. Maintain labs in a clean and orderly fashion.
- F. Communications: Advise other areas and copy management on all times of importance within system. Advise through other shifts. Also responsible for communication of quality objectives, quality policy, customer feedback, customer requirements, and improvement needs.
- G. Employee Relations: Enforce all work rules including safety in accordance with company policy on employee relations and promote awareness of customer requirements, quality objectives, quality policy and customer feedback.
- H. Administration: Responsible for all shift scheduling, discipline, attendance records, liaison with other supervisors and/or office. Assist in maintaining all records of quality assurance; review and update applicable documents.
- I. Responsible for checking/documenting the Vision System on all production lines in addition to handling data created by the Vision System; must also handle general production data with a focus on variation.
- J. Micro-testing (Microbial testing) of USP 61/62 – Preparation and handling of samples to be sent out and interpretation of results received.

III. Other Responsibilities

- Requisition materials from approved suppliers
- Maintain material to support production schedule
- Raw material inventory control
- Document and maintain quality assurance system
- Reports to the MB Plant Manager/Production Supervisor on the quality assurance system performance and needs for improvement
- Promote awareness of customer requirements
- Assessment of supplier quality systems
- Administer calibration program
- Compile customer survey results
- Define test requirements and tolerances
- Approval of final inspections
- Identification and control of nonconforming material
- All shift supervisor responsibilities:
 - Ensure packaging, preservation and marking requirements are followed
 - Report raw material nonconformance's
 - Ensure product meets specified parameters
 - Follow production schedule
 - Control of nonconforming product/material
 - Ensure product handling methods
 - Ensure employees have current documents/know disposition of obsolete documents
 - Submit training verification to human resources
 - Conduct performance reviews
 - Conduct quality orientation
 - Maintain safe/clean work area reporting discrepancies to Plant Safety Administrator
 - Ensure calibrated equipment is used
 - Ensure nonconformance's are documented and referred to QA
 - Investigate problems and implement corrective action
 - Monitor and assess processes to eliminate potential causes for failure and prevent occurrence
 - Manage manufacturing operations
 - Identification of production equipment
 - Supervise production employees
 - Identify and fulfill training needs
 - Ensure production data is recorded and is complete