

# FELLING TRAILERS, INC.

# **POSITION DESCRIPTION**

Job Title: Production Scheduling Supervisor	Pay Level:
Exemption Status: Exempt	Department:
Authorization:	<b>Date:</b> May 13, 2015

#### **JOB SPECIFICATIONS**

<u>FACTOR</u> <u>LEVEL</u>

Education: Bachelor's Degree

Related Experience: 4 years
Supervision Given: 3 FTE(s)
Supervision Received: Plant Manager

### **Job Summary:**

The Production Scheduling Supervisor is responsible for developing, coordinating and monitoring manufacturing schedule to ensure orders move through plant efficiently and timely while meeting quality standards.

# **Essential Supervisory Job Duties:**

- 1. Hires, orients, trains and develops employees in his/her area of responsibility.
- 2. Supervises and directs the efforts of employees in his/her area of responsibility.
- 3. Assures that all employees' performance is appraised in an objective and timely manner.
- 4. Identifies the need for disciplinary action, initiates appropriate discipline and follows through accordingly.

### **Essential Specific Job Duties:**

- 5. Maintains a working knowledge of all department operations, functions, machinery, etc.
- 6. Teaches and assures adherence to quality standards.

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# **Essential Specific Job Duties (Continued):**

- 7. Teaches and assures adherence to safety standards.
- 8. Develops, coordinates, and monitors daily performance of production programs in plant.
- 9. Creates and releases work orders and reviews available capacity and priorities.
- 10. Monitors performance-to-plan and resources.
- 11. Makes adjustments in response to customer requirements and MRP demand as needed.
- 12. Develops and tracks manufacturing status for customer service and production.
- 13. Understands and utilizes MRP (Syspro) systems.
- 14. Maintains working knowledge of Microsoft Office programs: Word, Excel, PowerPoint, and Access.
- 15. Monitors inventory control and adjusts as needed.
- 16. Works closely with supply chain, customer service and operations to ensure product moves through plant according schedule and meets customers' deadline and quality expectations.
- 17. Coordinates multiple tasks simultaneously, performs general supervision of manufacturing process, and initiates necessary changes as needed.
- 18. Serves and supports a cross-functional team, but operates independently using a high degree of problem-solving skills.
- 19. Serves as a leader with strong ethical standards on the manufacturing team.

#### **Essential Universal Job Duties:**

- 20. Improves self in any way possible to enhance job performance.
- 21. Promotes **Felling Trailers, Inc.**, its mission, values, programs and achievements to the public and other employees.
- 22. Identifies organizational problems and opportunities for improvement and brings solutions and suggestions to management's attention.
- 23. Functions as a team member by assisting, supporting and encouraging other employees in any way possible.

#### **Non-Essential Job Duties:**

24. Performs related work as required, willingly and eagerly.

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**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Descriptive factors are defined and abbreviated as follows:

N/A – Not applicable S – Seldom performed 1-20%

O - Performed occasionally 20 -50% R - Performed regularly 50 - 100%

EF – Essential function: Essential job functions are defined as those responsibilities that are required to be done by the job.

Physical Demands	N/A	S	0	R	EF	Working Conditions	N/A	S	0	R	EF
Standing				Х	Χ	Extreme Heat 80 > degrees		Х			Х
Sitting			Χ		Χ	Temperature Changes			Χ		Х
Lifting 0 – 30 lbs.		Х			Χ	Noise > 80 decibels				Χ	Х
Lifting 30 – 50 lbs.		Х				Vibration		Х			Х
Lifting 50+ lbs.	Х					Heights	Х				
Carrying 0-30 lbs.		Х				Work Outdoors		Х			Х
Carrying 30-50 lbs.		Х				Work with People				Χ	Х
Carrying 50+ lbs.	Х					Work around People				Χ	Х
Pushing		Х				Work alone		Х			Х
Pulling		Х				Substance Exposure	N/A	S	0	R	EF
Grips/Grasps			Χ		Χ	Acids, Corrosives	Х				
Finger Movement				Χ	Χ	Epoxies	Х				
Reaching/Stretching		Х				Dust			Χ		Х
Walking				Χ	Χ	Fumes			Χ		Χ
Climbing	X					Mists	Х				
Running	Х					Gases	Х				
Jumping	Х					Chemicals		Х			
Rapid Work Speed				Χ	Χ	Body Fluids	X				
Bending		Х				Equipment	N/A	S	0	R	EF
Speaking Clearly				Χ	Χ	Motor Vehicles	X				
Hearing Conversation				Χ	Χ	Hand Tools		Χ			Х
Hearing High Acuity	X					Machinery		Х			Χ
Seeing – Near				Χ	Χ	Machine Tools		Χ			Χ
Seeing - Far				Χ	Χ	Lifts		Χ			Χ
Depth Perception				Χ	Χ	AV Equipment	X				
Color Perception	X					Personal Computer				Χ	Х
Typing/keyboarding				Χ	Χ	Office Machines		Χ			Х
Writing			Χ		Χ	Protective Clothing	N/A	S	0	R	EF
Filing	X					Facial Covering	X				
						Latex/Vinyl Gloves	X				
						Safety Glasses				Χ	Χ