



## FELLING TRAILERS, INC.

### POSITION DESCRIPTION

**Job Title:** Production Supervisor

**Pay Level:**

**Exemption Status:** Exempt

**Department:** Maintenance/Paint/Assembly/  
Loading Litchfield

**Authorization:** \_\_\_\_\_

**Date:** August 8, 2019

### JOB SPECIFICATIONS

#### FACTOR

#### LEVEL

Education:

High School plus 2 years

Related Experience:

5 years

Supervision Given:

21 FTE(s)

Supervision Received:

Production Manager

### Job Summary:

The Production Supervisor oversees the Maintenance/Paint/Assembly/Loading Departments and is responsible for coordinating the production of products that meet Felling Trailers quality standards and production schedule at our Litchfield, MN facility.

### 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.

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

7. Teaches and assures adherence to safety standards.
8. Monitors the production schedule, prioritizes work and adjusts staffing and production to assure deadlines are met.
9. Notifies the Plant Manager when it is necessary to outsource work.
10. Coordinates the flow of raw materials to assure continuous production.
11. Requisitions the purchase of supplies and equipment as needed.
12. Recommends measures to improve production methods, equipment performance, and quality of product.
13. Coordinates machine maintenance as needed.
14. Schedules employees in his/her area of responsibility, approves time off and ensures proper staffing.
15. Coordinates production with the Welding Supervisor.
16. Assures the timely flow of parts, materials assemblies from Sauk Center to Litchfield to ensure uninterrupted production.
17. Manages the maintenance of building and grounds of the Litchfield facility.
18. Coordinates the load out of finished trailers with the Loading/Trucking Supervisor.

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

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

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

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

**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
- O – Performed occasionally 20 –50%
- EF – Essential function: Essential job functions are defined as those responsibilities that are required to be done by the job.
- S – Seldom performed 1-20%
- R – Performed regularly 50 – 100%

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