



## POSITION DESCRIPTION

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**POSITION TITLE:** Production Supervisor **FLSA STATUS:** Exempt  
**DEPARTMENT:** Pueblo Production

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### REPORTING RELATIONSHIPS

**POSITION REPORTS TO:** Plant Manager and/or Director of Supply Chain & Operations  
**POSITIONS MANAGED:** Chemical Operators, Fill Line Operators, Material Handlers & Operations Technicians, Maintenance Technicians

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### POSITION PURPOSE

This individual is responsible for ensuring the production plans and schedules are met in a timely fashion in accordance with all quality standards. Responsibilities will specifically be focused on supervision and training of production line employees, ensuring safety policies and procedures are met, and ensuring production SOP's are followed. This individual is highly proficient with and regularly uses all manufacturing equipment and machines within the plant to complete daily tasks. The individual will contribute to a positive team atmosphere and apply policies and guidelines in a fair and consistent manner. This position provides day-to-day direction, support, and daily task assignments, as well as providing feedback to the production line personnel. Responsibilities also include approving timesheets, overtime requests, and requests for paid time off. This position also provides direction and input along with the Plant Manager on production process improvements within the facility.

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### POSITION QUALIFICATIONS AND JOB DUTIES

#### QUALIFICATIONS AND EDUCATION REQUIREMENTS:

1. High school diploma and/or equivalent work experience.
  2. Minimum of 3-5 years' experience in manufacturing.
  3. Industry knowledge and/or knowledge of chemical formulations are a benefit.
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#### JOB DUTIES:

1. Maintain expert knowledge of plant equipment and manufacturing techniques
2. Along with Plant Manager deploy appropriate manufacturing processes (quality, ISO, etc.)
3. Schedule personnel to maintain adequate shift coverage, ensuring production demands are met in accordance with the designated timeframes.
4. Work in a hands on capacity with staff on manufacturing equipment. Be a back-up resource during times of short staffing.
5. Comply with all Hazardous Waste Regulations for storage and shipment of Hazardous Waste
6. Schedule and maintain all Equipment Calibrations and Facility Inspections
7. Prepare and participate in all ISO9001 and ISO 14001 certification requirements and audits.
8. Conduct all New and Temporary Employee checklist and requirements.
9. Provide day-to-day direction, support, and daily task assignments, as well as feedback/progressive discipline to the Production Line staff. Responsibilities also include approving timesheets, overtime requests, and requests for paid time off.

Production Supervisor

10. Oversee scope of department workload & conduct weekly workflow and safety meetings.
  11. Assist Plant Manager and take the lead on major quality improvement projects.
  12. Ensures all safety policies and procedures are adhered to in the plant.
  13. Oversee root cause analysis and corrective action on quality and process improvements.
  14. Handle Plant Manager's duties in his/her absence or when called upon.
  15. Develop mutually beneficial, respectful, and effective relationships with peers to ensure seamless coordination between departments, maximize synergy, and maintain a shared vision, strategy, and focus.
  16. Able and willing to work necessary hours to meet all project deadlines, travel when necessary.
  17. Other Duties- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.
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## CORE COMPETENCIES

1. **Professionalism** - Upholds organizational values, demonstrates sound business ethics, works with integrity and ethically in all situations, and treats others with respect and consideration at all times regardless of their status or position. Accepts responsibility for actions, reacts well under pressure, follows through on commitments, and demonstrates consistency between words and actions.
2. **Diligence** –Perseveres in accomplishing tasks or objectives and maintains a sense of urgency about getting results.
3. **Develop Relationships** – Builds and maintains relationships that incorporate cooperation, trust, and respect by devoting the appropriate time and energy to facilitate business transactions. Relates to others while building credibility and rapport, communicates in an honest and straightforward manner, and maintains networks.
4. **Active Communications (Verbal, Written, Listening Skills)** – Clearly expresses ideas, information, and concerns both verbally and in written format in both positive and negative situations. Actively listens, offers full attention when others speak, gives verbal and nonverbal cues of interest, asks questions for clarification, and paraphrases to ensure understanding. Actively seeks and disseminates information from and to a variety of sources, accepts responsibility for ensuring that people have the current and accurate information needed for success, and asks questions to open channels of communication. Demonstrates group presentation skills, presents information and numerical data effectively, and actively participates in meetings.
5. **Attention to Detail** – Completes work in a thorough and complete manner, provides detailed information, and tracks details at all times.
6. **Composure** – Maintains emotional control even under ambiguous or stressful circumstances, including unrealistic expectations, pressing time demands, frustrations, or interpersonal conflict. Demonstrates emotions appropriate to the situation, focuses on solving conflict, and continues performing steadily and effectively.

7. **Responsiveness** – Takes action to meet the needs of others, responds timely without supervision, and minimizes delays.
8. **Productivity** - Meets or exceeds productivity standards, completes work in timely manner, and strives to increase productivity.
9. **Problem Solving & Decision Making**– Able to identify problems, solve them, and show good judgment by isolating causes from symptoms, gathering information from a variety of sources, compiling information and solutions, involving others as appropriate, readily committing to action, and making decisions that reflect sound judgment in a timely manner. Able to identify and choose between multiple options, work well in-group problem solving situations, understand consequences of potential decisions, and support and explain reasoning for decisions.
10. **Supervise Performance** – Along with the department manager, actively participates in recruiting and selecting candidates, coaching, clearly communicating established goals, using objective means to monitor progress towards those goals, offering clear, direct, and timely feedback, and provides training, direction, and support as needed. Successfully redirects performance that falls short of expectations, confronts negative behavior, and builds morale and/or escalates all concerns to the attention of management. Provides the level of guidance and supervision appropriate to the circumstances, rewards team behavior and fosters a team atmosphere in the workplace. Communicates and implements approved process improvements. Takes responsibility for subordinates' activities, makes self-available to staff during business hours, and continually works to improve supervisory skills.
11. **Safety** – Ensures a safe working environment for employees by providing training, enforcing safety policies and procedures, following safety policies and procedures under all circumstances, and reporting potentially unsafe conditions.
12. **Results Oriented** – Maintains an appropriate focus on short and long term goals, outcomes, and accomplishments, conveys a sense of urgency to make things happen, and displays a sense of urgency about getting results. Motivated by achievement and persist until the goal is reached.

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Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **PHYSICAL DEMANDS**

1. Must be able to remain in a stationary position 25% of the time.
2. Must be able to bend, climb stairs, and continuously stand or walk 75% of the time.
3. Must be able to physically run all manufacturing equipment and machines within the plant.
4. Must be able to position self to reach all areas of machine, including under and above.
5. Must be able to lift and carry 15-25 pounds and frequently move equipment weighing up to 50 pounds.
6. Must be able to communicate effectively by listening and also in both written and verbal forms.

#### **WORK ENVIRONMENT**

Production Supervisor

1. Generally works in a manufacturing environment but is also required to perform job duties in a typical office setting.
2. This position regularly requires large amounts of time to be spent using manufacturing equipment, which generally entails regular and repetitive motions along with exposure to loud noises. All safety procedures should be adhered to in these situations.
3. This position also requires some amount of time to be spent using computer equipment, which entails regular and repetitive motions.
4. Will regularly be exposed to fumes, airborne particles, or chemicals. All safety procedures should be adhered to in each of these situations.

## SIGNATURES

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This job description has been approved by all levels of management.

**Manager Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Human Resources Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

The employee signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position.

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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