

Bullseye Glass Co.

Job Description

Department: **Production**

Position: **Batchroom Supervisor**

Lines of Responsibility

Reports to: Plant Manager

Directs: Batchroom Lead, Batchroom, L1 & L2

Essential Job Functions

Oversee the daily operations of the Batchroom

- Material handling - work closely with the purchasing agent - new materials to test, incoming condition of materials, documentation and timeliness of materials
- Coordinate inventory, assure it is cleaned, stored, rotated properly
- Lay the day out: communicate this to employees, prioritize, and train others to know how to do this. Assign appropriate barrels, confirmed they have been cleaned out, inspect housekeeping, mixers, e-blenders. Confirm all batch weights are correct prior to blending and melting.
- Confirm all cullets are available and communicate this to the swing shift in a timely manner so they know what their day looks like
- Process changes - do first then train employees, and document
- Develop departmental processes and procedures

Supervise Batchroom personnel

Attend daily production meeting

Interview new hires.

Discipline up to and including termination

Employee reviews

Train and mentor new and experienced batch personnel

Attend monthly supervisor meeting

Reporting/track batch errors -- daily

Hold daily and weekly departmental meetings plus monthly safety meeting

Check glass quick fuse and color call of batches on hold

Coordinate with plant manager for changing the batches if needed; take off hold if they are "ok."

Train level 2 to perform this function.

Work with the Material Handler for cullet needed for batches

Work with purchasing agent to make sure all materials are on hand

Other Job Functions

Work with maintenance on department upgrades

Inventory: weekly/ monthly and year end

Work with Assembled Goods Supervisor for production of shelf primer and plaster mix when needed.

Maintain minimum of the above items.

Requisites (Education, Training, Experience, Skills)

Bachelor's Degree (or 5+ years equivalent hands-on supervisory experience)

Three plus years Supervisory experience in a manufacturing environment preferred

Prior experience in glass, ceramics, bakery or paint mixing helpful

Perform Batchroom L2 functions

Forklift certified

Good Communication Skills

Ability to prioritize

Ability to delegate

Self-initiating

Excellent attention to detail and numbers a must

Ability to motivate others

Good organizational skills

Good follow through
Good problem solving ability
Proactive
Flexible
Good documentation skills
Basic computer keyboarding skills for Word, Excel, and Outlook

Training Period

One year.

Physical requirements / Use of Senses

Standing/walking: Frequently. To move throughout the plant areas.
Lifting/carrying: Frequently (50+ pounds). Load raw material into batch barrels, to move raw material barrels to staging area
Handling/grasping: Frequently. Load raw material into batch barrels, to move raw material barrels to staging area
Speaking/hearing: Frequently. To speak with employees, supervisors and follow verbal instructions.
Finger dexterity: Frequently. To measure raw materials and document procedures followed, and word processing.
Near vision: Frequently. To read Batch Tickets for instructions, to document batching procedures.
Far vision: Frequently. For maneuvering about the plant.

Mental requirements / Attributes

Interaction with others: Frequently. Communicates with co-workers, supervisors, and employees.
Time/deadline/shift/overtime requirement: Frequently. Job requires considerable coordination with other employees and supervisors in the rotation of job duties assigned on each shift.
Attention to detail: Frequently. Accuracy is critical for almost all phases of the job.
Critical judgment: Frequently. May need to identify problems or assess situations quickly and be able to determine needed action.
Positive attitude: Continually. Essential while working in an environment with time stressors and working closely with co-workers.

Operation of Equipment / Tools

Barrel Dolly: Frequently. To move the barrels of raw material from the mixers to the staging area.
Broom: Frequently. To maintain a clean work area.
Heppa-Vac: Frequently. To remove traces of raw materials from work area.
Measuring Utensils: Frequently. To measure raw materials per batch instructions.
Respirator: Frequently. To protect the employee from any air born raw material.
Scales: Frequently. To measure raw materials per batch instructions.
Shovel: Frequently. To shovel raw material into barrels.