

## **Bullseye Glass Co.**

### **Job Description**

Department: **Production**

Position: **Melting Supervisor**

#### **Lines of Responsibility**

Reports to: Hot End Floor Manager, Plant Manager

Supervises: (Melting crew)

**Schedule: Monday – Friday, 6:30a – 3:00p + ability to work swing shift and graveyard a couple times per month, and occasional Sundays.**

#### **Essential Job Functions**

Perform Melter 2 duties (See Melter 1 & 2 job descriptions)

Re-check scheduled tasks – look for procedural correctness and timeliness

Forecast problematic styles

Interviewing

Discipline up to and including termination

Employee reviews

Train and mentor new and experienced melters

Provide clear communication: (share comments, ideas, suggestions and expectations). Avenues for communication: verbal, written, email, post daily shift notes 2 – 3 times per week. Share quality reports and discuss problems relating to cut-downs and curious and fusibility.

#### **Other Job Functions**

Approve vacation request forms

Help with the schedule

Fill in when short-handed

General clean up of work area.

Attend production meeting every day; Supervisor meeting monthly.

Facilitate monthly Melters meeting

Take and pass product recognition test #1

#### **Requisites (Education, Training, Experience, Skills)**

Bachelor's degree with a minimum of 2 years (or 4 years equivalent) "hands on" supervisory

experience in a manufacturing environment preferred

Glass and or foundry experience helpful.

Good leadership skills

Ability to delegate

Ability to multi task and problem solve

Excellent organizational and communication skills.  
Must be a good listener and have the ability to follow verbal and written instructions.  
Good communication skills  
Knowledge of Word and Excel helpful

### **Training Period**

Six months.

### **Physical requirements / Use of Senses**

Standing/walking: Frequently. To move throughout the plant areas.

Lifting/carrying: Frequently. To move raw material barrels to staging area, to shovel raw materials into furnaces, to remove furnace doors.

Handling/grasping: Frequently. To move raw material barrels to staging area, to shovel raw materials into furnaces, to remove furnace doors.

Pushing/pulling: To maneuver screw charger, and scraping wagon.

Speaking/hearing: Frequently. To speak with employees and supervisors and follow verbal instructions.

Finger dexterity: Frequently. To stir, bubble and potato raw material mixture in pots.

Near vision: Frequently. To read Melt Tickets for instructions, to document melting 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 supervisor 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 staging area to the furnaces.

Bubble Rod: Frequently. To bubble the glass per Melt Ticket instructions.

Charging Pan: Frequently. To catch remains of raw material mixture loaded into furnace.

Potato Rod: Frequently. To potato various styles of glass in the pots.

Scraping Shovel: Frequently. To remove the heel of the glass from the pot.

Stir Rod: Frequently. To stir melting glass in pots.

Screw charger: To mechanically charge raw material.

