

Bullseye Glass Co.

Job Description

Department: Quality Control

Position: Quality Control Supervisor

Lines of Responsibility

Reports to: Floor Managers – Cold-End and Hot-End
Directs: Quality Control 1; Quality Control 2; Frit

Essential Job Functions

Monitor Trimming area for daily production of glass.
Numbering and trimming all sheets of glass from the Lehr.
Cutting and documentation of all chips for fuse test bars.
Accurate documentation of all entries into Lehr Log.
Proper washing of all glass.
Timely communication of essential information to the glass forming crew and Floor Manager.
Accurate documentation of Cart tags, Curious Reports, Production database and Production reports.
Knowledge of full product line and grading standards for all glasses.
Training of new employees.
Oversee daily set up of area and posting of daily schedule.
Document cut downs and daily quality report.
Organize daily non-lehr glass items.
Ability to fire kilns and read daily fuse test results.

Other Job Functions

Trimming of cut pieces at second trimming table.
Ability to perform the essential job functions of the EOL Trimmer position.
Ability to perform the essential job functions of the QC Grader position.
Responsible for signature approval on departmental timecards.
Direct involvement in hiring, evaluations, wage decisions and termination
Signature approval on Absence and Vacation forms
Back-up all frit duties.
Responsible for ordering supplies for the department
Signature approval for verification on lunchroom cleanup duties.
Direct involvement in verbal and written warnings.
General clean up of factory work area.

Requisites (Experience, Education, Training, Skills)

4-year degree preferred.
Must be able to perform at a proficient level all essential functions of EOL Glass Trimmer, Frit and QC Grader.
Good color perception; quality control experience helpful.
Neat handwriting; detail oriented.

Training Period

Six months

Physical requirements / Use of Senses

Standing/walking: Frequently. To move throughout the factory areas.
Lifting/carrying: Frequently. To trim and wash sheet glass, to move carts around work area. Typical weight between 8 and 20 lbs.
Handling/grasping: Frequently. To trim and wash sheet glass, to move carts around work area.
Speaking/hearing: Frequently. To speak with employees and supervisors and follow verbal instructions.
Finger dexterity: Frequently. To trim and wash sheet glass, to produce documentation.
Near vision: Frequently. To trim and wash sheet glass, to label sheet glass, to produce documentation.
Far vision: Frequently. For maneuvering about the facility.

Mental requirements / Attributes

Interaction with others: Frequently. Communicates with co-workers, supervisors, employees.

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Time/deadline/shift/overtime requirement: Frequently. Job requires considerable organization and coordination with other employees and supervisor.

Color Perception: Frequently. Must be able to detect color variations in sheet glass.

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

Glass Cutter: Frequently. To trim sheet glass.

Writing instruments: Frequently. To number glass sheets as they move down the lehr; to record information in the lehr log; to document cart tag information.