

Bullseye Glass Co.

Job Description

Department: Production

Position: Glass Forming Supervisor

Lines of Responsibility

Reports to: Floor Supervisor; Plant Manager

Directs: Glass Formers

Essential Job Functions

Understand all forming characteristics for all styles produced
Set up rollers on forming table.
Cast glass out of the furnace.
Cast glass for all sheet glass styles.
Spread molten glass on forming table.
Operate the reheat table.
Load sheets of glass into the Lehr from the reheat table
Load sheets of glass into the Lehr from the forming table.
Set up Fracture glass materials on the forming table.
Make preparations for upcoming styles
Monitor and adjust furnace controls.
Be capable of setting up all equipment used in the Glass Forming area.
Understand and be able to react to equipment problems.
Understand and be able to react to quality problems arising from the glass forming process.
Communicate with the crew. Hold regular meetings to discuss issues.
Have a thorough knowledge of the glass forming functions to train new employees.
Schedule labor for glass forming.
Direct the forming crew by assigning job duties.
Resolve personnel issues
Discipline / Reward employees performance
Perform interviews and make decisions regarding hiring new employees
Write performance evaluations
Optimize staffing efficiencies
Enforce safety policies

Other Job Functions

Understand and perform the basic melting job functions.
Understand the variables of casting temperature, furnace pressure and atmosphere.
Wash sheet glass at the end of the Lehr.
Assist in the development of glass schedules.
Oversee housekeeping of hot end work area.

Requisites (Education, Training, Experience, Skills)

Must be able to perform at a proficient level all essential functions of Glass Formers.
At least 2 years supervisory experience a must.
A Bachelor's Degree preferred.
Manufacturing experience helpful.
Basic computer skills: Word and Excel.

Physical requirements / Use of Senses

Standing/walking: Frequently. To move throughout the factory to the various assigned work stations.
Lifting/carrying: Frequently. Lifting molten glass in a ladle from the pot in the furnace to the forming table. Lifting individual sheets of glass to wash by hand or place in washing machine, stretch sheets on the reheat table, carry sheets to the Lehr from the reheat table and/or the forming table. Lifting boxes of fracture chips to prepare fracture mixtures. Typical weight lifted between 10 lbs. and 30 lbs.
Handling/grasping: Frequently. Grasping the ladle to dip into the pot in the furnace. Grasping spreading bar to spread molten glass on forming table and operating hand driven roller on forming table.

Handling individual sheets of glass to wash by hand or place in washing machine, stretching sheets on the reheat table, carry sheets to the lehr from the reheat table and/or the forming table.
Speaking/hearing: Frequently. To speak with employees and supervisors. To be able follow verbal instructions and ask questions.
Finger dexterity: Frequently. Grasping spreading bar to spread molten glass on forming table and operating hand driven roller on forming table. Handling individual sheets of glass to wash by hand or place in washing machine, stretching sheets on the reheat table.
Near vision: Frequently. Casting glass out of the furnace, using the spreading bar to spread glass on the forming table. Observation of color quality and quantity in mixing fracture chip batches. Handling individual sheets of glass to wash by hand or place in washing machine, stretching sheets on the reheat table, carry sheets to the lehr from the reheat table and/or the forming table.
Far vision: Frequently. For maneuvering about the facility.

Mental requirements / Attributes

Interaction with others: Frequently. Communicates with co-workers and supervisors.
Time/deadline/shift/overtime requirement: Occasionally. May be required to work overtime as the need arises.
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 a manufacturing environment with time stressors and working closely with co-workers.

Operation of Equipment / Tools

Casting ladle: Frequently. To cast glass out of the pot in the furnace to the forming table.
Cookie sheet: Frequently. To move the sheet glass from the forming table to the reheat table and/or the lehr.
Iridizer: Occasionally. To spray irid mixture on sheet glass in reheat furnace.
Reheat table: Frequently. To reheat various styles of sheet glass.
Spreading Bar: Frequently. To spread molten glass on forming table.
Strip cutter: Frequently. To cut fuse test strips and trim sheets at the end of the lehr.
Tongs: Frequently. To move sheet glass from the forming table to the cookie sheet, from the reheat table to the cookie sheet and to stretch the sheets on the reheat table.