

1.0 SUMMARY

The primary responsibility of the shift supervisor is to direct the repair of bumpers during his/her shift, making sure bumpers are repaired on time, of high quality, and in a safe work environment.

2.0 REPORTING RELATIONSHIPS

- 2.1 The Shift Supervisor reports to the Production Manager.
- 2.2 Technicians report to the Shift Supervisor as assigned.

3.0 REQUIREMENTS

Required

3.1 Education: No minimum requirement.

3.2 Experience: Two years experience in the bumper production process.

3.3 Must be able to operate basic hand/power tools and equipment as required for the performance of the essential functions of this position.

3.4 Physical Body Positions: must be able to stand for long periods of time as well as sit and kneel. Must be able to lift up to 50lbs.

3.5 Mental/Language: Must be able to read, write, and speak English at the high school level.

3.6 Management: Ability to effectively manage subordinates and prioritize, plan, organize, and control work flow.

Preferred

High School graduate, with related Vo-Tech or Body Shop training.

Computer and people skills.

4.0 WORKING CONDITIONS

Work area is inside and outside of shop where conditions can be hot, cold, wet, dusty, and or noisy.

5.0 RESPONSIBILITIES

The Shift Supervisor is responsible for:

- 5.1 Completion of bumpers in a timely manner through proper scheduling and personnel assignments.
Measurement: Number of customer or company management complaints about late or low output.
- 5.2 Keeping reworks at a minimum.
- 5.3 Performing responsibilities of a technician when working on an assignment personally.
- 5.4 Performing general responsibilities of Fond du Lac Bumper Exchange, Inc. employees as assigned by the Company's policies and procedures.
- 5.5 Performing other responsibilities as assigned by the Production Manager.

6.0 AUTHORITY

The Shift Supervisor has the authority to:

- 6.1 Assign Technicians to specific bumpers.
- 6.2 Demand from Technicians timely completion of bumpers assigned and reports about any discrepancies from the schedule.
- 6.3 Evaluate Technicians and to give recommendations on performance, suspension, or termination of employment, provided these actions meet the established guidelines of Fond du Lac Bumper Exchange, Inc. policies and procedures.
- 6.4 Take any reasonable action necessary to carry out the responsibilities of this position, so long as such action does not deviate from established Fond du Lac Bumper Exchange, Inc. policies and is consistent with sound business judgment.

7.0 TASKS AND DUTIES

See attached Task and Duty List.

8.0 ACKNOWLEDGMENTS AND APPROVALS

I have reviewed, and understand, the above job description and believe it to be accurate and complete. I understand that management retains the right to change this job description at any time.

Shift Supervisor

Date

Production Manager

Date