



## Forming Production Supervisor

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Reports to: Plant Manager

Schedule: Full-time | 5:00AM to 4:00PM (40-45 hrs weekly) | Monday through Thursday, Friday as needed

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### POSITION DESCRIPTION

This is a working Supervisor position that will work with the Forming Process Supervisor on coordinating and supervising a team of operators who set up and run various types of vacuum thermoforming machines. Responsibilities include but are not limited to those described herein.

### RESPONSIBILITIES

- Manage daily activities to ensure department meets established goals and expectations.
- Identify data gaps in missed production counts and take corrective action
- Work with Forming Process Supervisor to determine and correct root cause of related downtime and quality issues.
- Responsible for production related process studies including follow through and updates.
- Coordinate production scheduling and requirements with other departments.
- Schedule daily machine setup in an effective and efficient manner.
- Coordinate the setup and training of operators with the Forming Process Supervisor to operate and maintain thermoforming equipment: dryers, compressors, ovens, vacuum pumps, etc.
- Train all department employees on orders, sheet stock and inventory processes.
- Assist the Plant 2 Manager with managing material usage, defective material, and scrap recording.
- Supervise mold inspection, perform minor tool repairs, and coordinate major tool repairs.
- Participate in weekly management meetings to review newly engineered parts, future orders, and in-process jobs.
- Work with Forming Process Supervisor to approve employee time off and conduct disciplinary action.
- Work with the Forming Process Supervisor to develop employee evaluations; responsible for conducting completed evaluations
- Work with the Forming Process Supervisor to facilitate department meetings on a monthly basis and as needed to communicate current and future expectations.
- Develop a visual management system for operators to assist with improving efficiencies, set-up times, downtime, remakes, etc.
- Monitor upkeep of equipment and coordinate general maintenance of equipment and work area.
- Recommend changes to improve production and efficiency.
- Responsible for meeting departmental and ISO-related objectives.
- Ensure a neat, organized, and safe work environment is maintained according to guidelines and standards.
- Operate forklift, band saw, and various hand tools.
- All other duties as assigned.

### REQUIRED QUALIFICATIONS

- Prior experience working in vacuum thermoforming of plastic parts.
- Prior supervision experience in a manufacturing setting.
- Strong troubleshooting, problem-solving, and mechanical skills.
- Ability to apply shop mathematics: addition/subtraction, multiplication/division, fractions, and decimals.
- Previous experience using Microsoft Office and manufacturing software.



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### PREFERRED ATTRIBUTES

- Effective leader and communicator, able to perform under pressure and thrive in a fast-paced environment.
- Team player with a flexible, positive attitude. Driven to succeed and achieve production targets.
- Ability to prioritize daily tasks. Organized and detail-oriented.

### PHYSICAL REQUIREMENTS

(N = Never; O = Occasionally; F = Frequently; C = Continuously)

ACTIVITY	N	O	F	C	ACTIVITY	N	O	F	C
Bending			X		Lift/Carry				
Sitting			X		< 25 lbs			X	
Standing			X		26 to 50 lbs		X		
Walking			X		51 to 75 lbs	X			
Squatting			X		76 to 100 lbs	X			
Kneeling		X			> 100 lbs	X			
Crawling		X			Push/Pull				
Climbing/Balancing		X			< 25 lbs			X	
Gripping/Grasping		X			26 to 50 lbs			X	
Reaching Overhead		X			51 to 75 lbs		X		
Reaching at/below shoulder		X			76 to 100 lbs		X		
Stooping/Twisting		X			> 100 lbs		X		
Foot Controls		X			Working at an elevated height		X		
Keyboarding			X		Walk/stand on uneven ground		X		
Use of hand and/or power tools		X			Exposure to dust/fumes			X	
Subject to excessive noise		X			Exposure to bio hazards		X		
Subject to extreme temperatures			X		Exposure to confined spaces		X		

### ABOUT LETOURNEAU PLASTICS, INC.

LeTourneau Plastics, Inc. has been a pioneer in custom vacuum thermoforming of plastic components for nearly 50 years. Using virtually 80% recycled material, the company specializes in producing and assembling high quality cosmetic parts for a wide variety of industries within the United States and internationally; transportation, aviation, agriculture, food service, lawn and garden, recreation, health care, marine, etc. The company also assists in the design of parts to reduce tooling expense and minimize cost for customers. The 140,000-sq.ft. facility in Oconto, Wisconsin includes two manufacturing plants, warehousing, office space, pattern and tooling shop with six milling centers, 15 forming machines, two 3-axis CNC routers, and nine 5-axis CNC routers. As a third-generation-owned company, success and consistent growth has developed from a commitment to building enduring relationships with customers and surrounding communities.