



## JOB DESCRIPTION

Date:	July 30, 2009	Revision:	1
Position Title:	Production and Maintenance Supervisor		
Department:	Manufacturing Administration		
Reports to:	Production Manager, Plant Manager or Regional Operations Manager		

Location(s) Applicable to:  All  CA  CT  FL  IN  NC  OR  TX

Classification:  Salaried (Exempt)  Weekly (Non-exempt)  Hourly (Non-exempt)  
Category:  Full Time  Part Time  Temporary

### Overview:

Manage all aspects of Production and Maintenance in a satellite plant environment. Assist the Manager with other aspects of plant operations as needed. Ensure maximum utilization of staff, equipment, raw materials and other resources in the production environment to maximize customer service and satisfaction and meet the needs of the business. Oversee all maintenance activities in the plant including troubleshooting, repairs, and preventative and predictive maintenance.

### Essential Job Functions & Responsibilities:

1. Provide for safety and security of employees and Company property by ensuring a safe work environment that exceeds OSHA requirements. Assure all plant operations and maintenance activities are in compliance with all government regulations and corporate policies.
2. Meet or exceed all customer requirements (e.g. on-time and complete shipments) with excellent service and quick resolution of customer needs.
3. Insure that all production activities and products are in compliance with or exceed all applicable quality procedures and standards (e.g. ISO procedures and work instructions).
4. Maintain plant facilities and equipment in good working order with the timely completion of repairs if failures occur. Assure adequate spare/repair parts to maintain equipment and facilities.
5. Manage all production activities insuring maximum utilization of resources resulting in lowest cost, high quality products.
6. Measure production efficiency (production rate, downtime, quality, etc.) and assure that key performance metrics are met or exceeded.
7. Institute and maintain preventative and predictive maintenance schedules to minimize maintenance costs and downtime.
8. Maintain flow of operations by directing the work of employees, apportioning work and communicating production status, requirements, and problems to Traffic, QC, Customer Service and other related departments.
9. Handle all day-to-day supervisory responsibilities for personnel related to Production and Maintenance including training, work performance evaluation and disciplinary actions per company policy. Assist Manager with other human resources functions including recruiting and hiring per company policy.
10. Direct and oversee any outside contractor performing maintenance or equipment modifications.
11. Assure that department is properly staffed with capable people and that team member skills are developed and improved. Facilitate an atmosphere of teamwork.
12. Plan daily, weekly, and monthly production schedules integrating customer requirements, material availability, and resource capacity to maximize efficiency.
13. Identify and implement ways to reduce costs, eliminate waste, reduce maintenance downtime, and improve service.
14. Participate in the development of annual department budgets. Conduct production operations and maintenance activities within the approved budget.



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### Essential Job Functions & Responsibilities (continued):

15. In coordination with Manager, oversee inventory cycle counts.
16. Evaluate/develop work instructions, procedures and training programs for the operation and maintenance of new and existing equipment.
17. Monitor raw material inventory and coordinate the purchase of materials in a manner that supports efficient production while maintaining acceptable inventory levels/turns.

### Nonessential Job Functions:

1. Interface with other functional departments as necessary.
2. Available to assist in the start-up and improvement of equipment and processes at other plants within the Laticrete system.
3. Performs other directly related appropriate duties and assumes accountabilities as apparent or as delegated, including mutually agreed upon objectives.

### Job Specifications/Skills:

1. Minimum 5 years experience in a supervisory role, preferably in a manufacturing environment.
2. Experience with JD Edwards or equivalent shop floor control and management software systems.
3. Working knowledge of contemporary Manufacturing and Supply Chain Management concepts/methods desired.
4. Strong mechanical aptitude with experience in the repair and maintenance of manufacturing and related equipment.
5. Ability to understand electrical instrumentation and controls in order to troubleshoot and do basic maintenance and repairs.
6. "Self starter" who works independently and can achieve results.
7. Strong organizational skills with ability to execute responsibilities and prioritize in a multitask environment.
8. Effective communicator; written, oral, and interpersonal.
9. Computer literate (Microsoft Office and e-mail proficiency preferred).
10. Physical ability to lift, move, and/or carry 50lbs.
11. Team cooperation - maintain positive, cooperative attitude with all employees of LATICRETE and all customers.

### Minimum Educational Requirements:

1. Bachelors degree, Engineering or Manufacturing/Industrial Management preferred; or combination of education and related work experience.

### Travel:

1. 15%

Reply in confidence to Human Resources at [humanresources@laticrete.com](mailto:humanresources@laticrete.com).

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