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## JOB DESCRIPTION

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**Position:** Plant Supervisor

**Reports to:** Plant Manager

**Overview:**

The Plant Supervisor (PS) is responsible for directly overseeing and supervising the processing floor employees and floor activities. The PS ensures that all plant employees adhere to and consistently follows all work rules and safety and compliance policies and procedures.

**Essential Job Functions:**

- Supervise and direct union employees which include sorters, equipment operators, maintenance staff and all other plant personnel
- Manage and position sorting staff in the appropriate locations to effectively and efficiently process single stream material
- Train staff on proper sorting techniques and ensure sorting staff is sorting the correct materials in the appropriate chutes/bunkers
- Manage and document staff work performance
- Maintain productivity level of material and decrease residue rate to meet operational objectives
- Ensure the quality of material sorted meets company and market standards
- Develop daily production schedule and coordinate operations in order to achieve maximum productivity
- Assist Plant Manager with complete daily, weekly and monthly reports on the line, baler productivity and labor hours
- Interacts with regulatory agencies such as the Local Enforcement Agency (LEA), OSHA, and City staff to ensure regulatory compliance standards are met
- Train staff on company safety procedures and ensure they follow the established rules including proper use of required personal protective equipment (PPE)
- Conduct tailgate meetings and ongoing safety training

**Qualifications and Requirements:**

- High School diploma education or GED or equivalent
- 3+ years of experience in operation management of manufacturing/assembly line production
- Demonstrate integrity and professionalism
- Knowledge of OSHA requirements
- Basic computer skills and knowledge of Microsoft Office
- Experience at supervising a union work force is advantageous



- Bilingual Spanish a plus

**ENVIRONMENTAL WORKING CONDITIONS:** Outdoor and Office environment

- Exposure to extreme weather conditions
- Exposure to recyclable materials