

Plant Supervisor-Production Supervisor Duties & Responsibilities (general)

- Set an example to all operations personnel with professionalism and attention to detail in all aspects of your responsibilities.
- Be available to instruct, counsel, direct and supervise employees when questions, concerns or problems arise.
- Complete all safety and operational training and attend any outside training courses assigned by Management.
- Ensure all operations personnel complete all assigned safety and operational training.
- Be proactive in anticipating possible/probable problems and personally attend to them.
- Be available to handle after hour call ins (when not on vacation).
- Ensure that all shifts are manned and all job responsibilities will be covered Monday through Sunday of each week.
- Ensure that all operational and safety protocols, rules and policies are followed.
- Cover any work that cannot be covered by operations personnel to include but not be limited to: Hooking up tank cars, Pumping tank cars, Loading trucks, Unloading trucks, Making asphalt blends, Making asphalt emulsions, Performing maintenance activities, Etc.
- Supervise all personnel so that the operation of the facility runs smoothly and effectively, preventing any interruption in production or the failure to deliver products on time or within specifications.
- Make decisions when necessary for the best use of labor, assets and resources to complete all daily activities.
- Interact with fellow employees, customers, drivers, the public and Government officials in a positive and polite manner.
- Work closely with the Plant Manager to complete all normal daily activities and properly attend to any additional duties or projects assigned by the Plant Manager, Operations Manager or other Company Officials.
- Keep the Plant Manager updated on all daily operations and/or personnel matters.
- Use your knowledge and experience to help other departments with operational issues when needed.
- Identify operational and production concerns and bring those concerns to the attention of the Plant Manager.