

## JOB DESCRIPTION

<b>Job Title:</b>	Operations Superintendent		<b>Dept:</b>	Production	
<b>FLSA:</b>	Exempt	<b>Issue Date:</b>	07/31/03	<b>Revision Date:</b>	11/02/09

Note: Direct reporting structure is based on division organization charts.

**Key Areas of Responsibility** (Answerable for the following end results)

1. Assess, guide, manage and prioritize as needed all aspects of the shop floor operations
2. Manage the shift supervisors.
3. Direct the shop floor operations in a manner that promotes high morale, team work, pride, productivity, and quality
4. Adhere to production schedules to meet customer requirements.
5. Comply to all company directed policies and procedures developed per the quality system (Business Operating Procedures and Department Instructions)
  - Comply with Corporate, State and Federal health, safety and environmental regulations.
  - Liaise with all supporting departments to resolve problems, including the release of product for shipment.
  - Communicate with Supervisors by continually updating them on information affecting the efficient and safe operation of the shop floor.
  - Lead the department meetings, support and promote continual improvement projects and oversee initiation and/or execution of engineering changes.
  - Adhere to and promote employee relations and observe the rules, regulation and direction of the Employee Guidelines established by management.
  - Document all activities as required.
  - Adhere to all company guidelines for Emergency Evacuation to ensure employee safety.
  - Any additional responsibility deemed necessary by management.

**Limits of Authority**

- Advise Operations Manager of those situations that may pose a significant risk to the program, product assurance, facilities, and employee safety or customer satisfaction results.
- Initiate actions to prevent the occurrence of any nonconformance relating to product, process & systems.
- Identify and record any problems relating to the product, process or system
- Initiate, recommend or provide solutions through appropriate channels and verify implementation.
- Control further processing and delivery of nonconforming product until the deficiency is corrected.
- Responsible to meet customer requirements with regards to product quality and delivery.
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**Basic Education, Experience and Training Requirements**

- Degreed in a manufacturing or a management discipline or equivalent combination of work and education.
- Minimum 3 years related experience in automotive/ JIT/ sequencing assembly or manufacturing environment.
- Possess excellent leadership abilities, organizational and communication skills
- Proficient in computer applications

**Internal Training Requirements**

- Quality Mission Statement (QMIS)
- Environmental Mission Statement (EMIS)
- Evacuation Route (EMER)
- Orientation (ORIE)
- [Vision and Culture](#)
- Significant Aspects Overview (ASPC)
- Process 18.0 – Production Management (PR18)
- Process 3.0 – Nonconformance Management (PR03)
- Clark Broadcast Database (CLAR)
- Accident Investigation (ACC)
- Trans4M Overview (TR4M)
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**Health, Safety and Physical Demand Requirements**

GM APPROVAL: \_\_\_\_\_  
INITIALS



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- Normal amount of sitting and standing, average mobility to move around an office and plant environment, able to conduct normal amount of work on a computer.
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**Risks Associated with Job Function**

- None

The above points have been explained sufficiently.

\_\_\_\_\_  
Employee's Name (Please Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

GM APPROVAL: \_\_\_\_\_  
INITIALS