



## JOB DESCRIPTION

**JOB TITLE:** Paint Supervisor

**EMPLOYER:** SmithCo Manufacturing

**DEPARTMENT:** Paint

**REPORTS TO:** Production Manager

**EFFECTIVE DATE:** 2/11/2022

**SUMMARY:**

**The Paint Supervisor is responsible for both hands-on leadership supporting the day-to-day performance of the paint department and actively guiding continuous improvement efforts to prepare for improved future performance.**

**DUTIES AND RESPONSIBILITIES:**

- Plan, assign, and direct work of employees engaged in blasting, preparing frames and tubs for painting, preparing paint, and painting
- Appraise performance, reward and discipline, address complaints and resolve problems
- Develop a continuous improvement roadmap, and lead the cross functional implementation teams to realize the roadmap
- Interface with other departments to ensure that the paint departments activities are well coordinated with other production and support departments
- Hire and train new employees in all job functions
- Inspect work to maintain quality standards, and communicate findings to employees to improve future performance
- Lead the team in a positive manner
- Meet production schedules
- Monitor key competencies including but not limited to attendance, productivity, quality, and safety performance of all team members.
- Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws
- Performs other related duties as assigned by management.

**QUALIFICATIONS:**

- 2-5 years supervisory experience or training preferred
- High school diploma or general education degree (GED)
- Experience with industrial painting
- Ability to effectively use computers, including Office and MRP systems
- Ability to read blue prints
- Excellent Communication skills



#### COMPETENCIES:

- **Achieving Results** - Strives to achieve goals and pays attention to the quality and quantity of performance.
- **Building Organizational Commitment** – Takes responsibility for building loyalty and commitment throughout the organization.
- **Customer Focus** - Establishes and maintains effective relationships with customers and gains their trust and respect.
- **Developing Employees** - The ability to review and analyze employees' strengths and weaknesses, to distinguish their talents and development needs, and to make sure they are enhanced appropriately.
- **Intellect** - Understands and breaks down complex problems and processes. Can design working systems and structures from scratch. Uses logical, systematic approach to solve problems. Able to identify root cause of issues.
- **Process Management** - Creates an effective work flow that effectively coordinates and integrates tasks and functions.
- **Responsibility** - Meets deadlines, works independently, and is accountable while maintaining confidentiality regardless of pressure from others.
- **Safety and Security** - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
- **Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- **Values** – Accountable, honest, and maintains confidentiality.

#### PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Continually required to stand
- Continually required to walk
- Occasionally required to sit
- Continually required to utilize hand and finger dexterity
- Continually required to climb, balance, bend, stoop, kneel or crawl
- Continually required to talk or hear
- Occasional exposed to wet and/or humid conditions
- Continual work near moving mechanical parts
- Occasional exposure to outside weather conditions
- Occasional exposure to heat or cold
- While performing the duties of this job, the noise level in the work environment is usually loud
- The employee must frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 35 pounds. Utilize assisted lifts to move heavier loads.
- Specific vision abilities required by this job include: Close vision; Distance vision; Color vision; Peripheral vision; Depth perception and ability to adjust focus
- Specialized equipment, machines, or vehicles used: forklift, crane, ladder, blast hose, paint spray gun

#### POSITION TYPE/EXPECTED HOURS OF WORK:

- This is a full-time position.
- Days and hours of work are Monday through Thursday 6:00 a.m. to 4:30 p.m., Fridays 6:00 a.m. to 3:30 p.m. and Saturdays as needed from 6:00 a.m. to noon.