



JOB DESCRIPTION

Lead Crew Supervisor

Reports To: Operations Manager

Job Summary:

The Lead Supervisor, with the help of his/her direct reports, will be responsible for keeping production employees safe and productive by enforcing and shaping company process/policy.

Schedule:

Monday through Friday. This is a full-time position. Hours TBD. Some evenings or weekends may be required.

Principal Responsibilities:

- Recording daily payroll in our computer-based Vertex system
- Recording daily persons served information utilizing computer-based tracking forms
- Training all production employees (clients and traditional). The training can be very involved, depending the job tasks and the employee
 - Production work includes: assembling with and without hand tools, packing finished product into master cartons, bagging, heat sealing, kitting, counting, labeling, etc.
 - All work is performed according to customer specifications
- Performing quality checks and documenting them appropriately
- Ensuring care for customer product
- Tracking employees' production output and comparing to company standards
- Opening of new jobs, inspecting incoming materials, keeping inventory, organizing warehoused materials and keeping production flowing with little downtime
- Working closely with persons served
- Moving materials with a pallet jack and forklift
- Working independently, with little supervision
- Following all OSHA/Weaver safety standards
- Multi-tasking abilities
- Ability to be highly organized
- Recording client incidents appropriately
- Leadership abilities
- Playing an active role in the safety of all employees
- Performing other related duties, as assigned

Knowledge:

- General knowledge of Microsoft Office (Outlook, Word, Excel) software is required
- General knowledge of common production practices and verbiage highly preferred

Other:

- Ability to take direction from multiple people
- Willingness to work overtime, as needed
- Willingness to cover for other shifts, as needed
- Willingness and ability to be a company representative to customers, SSA's, client advocates, etc.
- Ability to stay calm in stressful situations and to calm others down when necessary

Qualifications:

- High School Diploma or equivalent is required
- Experience in packaging and assembly process is highly preferred
- Good verbal & written communication skills are required
- Regular attendance is required
- Reliable transportation and clean driving record is required
- Must be able to pass a background check and drug screen
- Acquiring forklift certification, through our company program, is required

Physical Demands:

In compliance with the Americans with Disabilities Act, the following have been identified as physical requirements of the job:

- The employee must occasionally lift and move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. While performing the duties of this job, the employee is regularly required to talk or hear.
- The employee is frequently required to use hands and fingers to handle, reach or feel and manipulate objects or controls. The employee is frequently required to sit or stand for long periods of time and walk distances, as well as stoop, bend, kneel and crouch.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The employee may work in conditions that may include exposure to blood-borne pathogens, communicable diseases, potentially infectious material and aggressive behavior.

Weaver Industries offers a competitive salary and comprehensive benefits package.

The above statements are intended to describe the general nature and level of work being performed by the people assigned to this position. These statements are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel in this position. Personnel may, at times, be required to perform duties outside of his or her normal responsibilities.

Weaver Industries, Inc. is a 501(c)3 non-profit organization that provides vocational training and employment opportunities to individuals with disabilities through the operation of several distinct business divisions, including Weaver EarthCare, Weaver ProPak, Weaver SecurShred and Weaver TruClean. **Weaver Industries, Inc. is an Equal Opportunity Employer.**