

**Name of Position:** Blanking Supervisor

**Reports to:** Production Manager

\_\_\_\_\_  
Print Employee Name

**I. Summary:**

1. Supervises and coordinates activities of workers engaged in operating variety of machines to manufacture parts or products by performing the following duties.

**II. Core Activities:**

1. Enforces company/State and Federal Safety Rules and Regulations.
2. Internal Audits as assigned.
3. Train, discipline, and counsel employees as required.
4. Ensures zero defects internal and externally.
5. Interfaces with others in the organization to ensure customer deadlines are met.
6. Assigns jobs.
7. Follow production schedule/directs workers in adjusting machines and equipment
8. To repair products, which fail to meet standards.
9. Ensure all machines run at set production rates.
10. Inspects and measures parts and products to verify conformance to specifications.
11. Maintains time and production records.
12. Analyzes and resolves work problems or assists workers in solving work problems.
13. Suggests changes in working conditions and use of equipment to increase efficiency of shop, department, or work crew.

**III. Supervisory Responsibilities:**

1. Directly supervises employees in the Blanking.
2. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
3. Responsibilities include training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**IV. Competencies:**

1. Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
2. Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
3. 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.

4. Delegation - Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.
5. Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.
6. Ethics - Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
7. Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
8. Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
9. Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
10. Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

**V. Education and/or Experience:**

1. Bachelor's degree (B. A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

**VI. Language Skills:**

1. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
2. Ability to write routine reports and correspondence.
3. Ability to speak effectively before groups of customers or employees of organization.

**VII. Mathematical Skills:**

1. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**VIII. Reasoning Ability:**

1. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
2. Ability to deal with problems involving several concrete variables in standardized situations.

**IX. Computer Skills:**

1. To perform this job successfully, an individual should have knowledge of CMS, Microsoft Word, Excel, and Outlook.

**X. Physical Demands:**

1. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. While performing the duties of this Job, the employee is regularly required to stand and talk or hear.
3. The employee is frequently required to walk.
4. The employee is occasionally required to sit; use hands to finger, handle, or feel and reach with hands and arms.
5. The employee must occasionally lift and/or move up to 50 pounds.
6. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and depth perception.

**XI. Work Environment**

1. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. While performing the duties of this Job, the employee is regularly exposed to moving mechanical parts.
3. The employee is occasionally exposed to wet and/or humid conditions and fumes or airborne particles.
4. The noise level in the work environment is usually very loud.

I have received a copy of, read, and understand the description of my job responsibilities.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date