



Job Analysis Sheet

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| Position Title | : Shift Supervisor |
| Department | : Operations |
| Reporting Manager | : Mini Factory Leader |
| Qualifications | : B.E./ Diploma (Mech. Engg.) |
| Experience: | : Min. 4-5 years for B.E while min 7-8 years for Diploma holder |
| Location | : Plant |

1. Position Summary

Supervise production line operation in accordance with PQCDMS measures and ensure smooth production operation during shift.

2. Principal Accountabilities

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| 2.1 Supervision & Co-ordination in operations <ol style="list-style-type: none"> a. Supervise production line operations in accordance with given production plan for the shift b. Ensure smooth production start-ups through checking material availability and ensuring issuance of cutting tools from stores c. Co-ordinate with human resources function for appropriate staffing levels d. Check hourly production on each machine in the mini factory and fill in the hourly production sheet e. Responsible to meet shift production goals f. Check job on each machine according to inspection frequency and verify the IQC sheet filled in by the operator g. Responsible for quality control. Focus on acceptance/rejection of products as per specifications h. Ensure maintenance of 5S in the line i. Extract maximum productivity out of each machine of the mini factory j. Ensure compliance with the set safety norms, in the line | 50 |
| 2.2 Documentation <ol style="list-style-type: none"> a. Responsible for updation of glass wall b. Make the Production MIS and enter in the computer c. Make WIP for soft material, hard material and entire pipeline, in the computer d. Responsible for OLE updation entry into computer e. Make Lead & Profile report for gear accuracy, wherever applicable | 30 |
| 2.3 Others <ol style="list-style-type: none"> a. Train and coach production line associates b. Work on projects in line with the quality circles c. Train new associates as per standard work | 20 |

3. Critical Challenges

Ensure compliance with the given targets for the day and 100% fulfillment of customer requirement

4. Unique Knowledge & Skills

- Knowledge of manufacturing processes, procedures, and machinery
- Manual dexterity required for operating machinery and computers
- Business/Commercial thinking
- Analytical skills
- Leadership skills

Hi-tech SUCCESS FACTORS

- Values
- Managing purpose and vision

5. Interface

Internal

- Mini Factory Leader
- Line Associates

External

- None

6. Problem Solving & Decision Making

Observing, collecting data, analyzing, using problem solving tools, eliminations, generating optimum solutions and implementing it.