



Production Lead Hand/Supervisor

Description

Summary:

Responsible for overseeing and ensuring the efficient and timely processing of customer production requests, in compliance with established procedures, safety protocols, and workplace policies. This role involves leading the production team, maintaining inventory, training new staff, and ensuring high standards of quality, safety, and efficiency are met throughout the production process.

Job Duties:

- Coordinate and oversee the activities of the production workers on the chemical plant packaging lines
- Provide coaching and guidance to staff in job duties and responsibilities, and ensure adherence to safety procedures and company policies
- Act as a subject matter expert on R4 and equipment operation
- Identify, investigate, correct and document potential environmental and safety problems such as spill hazards, operational of moving packaging and robotic equipment, and ensure prevention of cross contamination referencing Safety

Closing Date

February 4, 2025

Categories

Manufacturing and Utilities

Employer

Future Transfer Co. Inc.

Location

Assiniboine South

Address

1 Warman Rd Winnipeg, R2J 3R3

Job Type

Full-time

Education Level

Other

Wage

\$23.00 - \$28.00

Email

Data Sheets as well as Cross Contamination manual

- Lead by example, demonstrating accountability, integrity, and strong work ethics
- Direct daily activities and ensure proper training for new hires
- Maintain accurate inventory records and ensure proper tracking of on-site products
- Recommend disciplinary actions to the Supervisor when necessary
- Perform random inventory audits to ensure physical counts align with records
- Promote and enforce daily housekeeping practices to maintain a clean and organized workplace
- Oversee trans-loading of chemicals and waste products to and from tankers and railcars
- Communicate maintenance issues related to facilities and equipment to the appropriate authorities
- Monitor staff and establish methods to meet work schedule production demands and coordinate work activities for successful completion of tasks to ensure accuracy and timeliness of production
- Resolve work problems and recommend measures to improve productivity and product quality through continuous improvement initiatives
- Work with maintenance to ensure machine preventative maintenance and corrective actions are address to ensure superior performance of equipment
- Request materials and supplies from other departments to meet Production goals
- Provide timely feedback about employees working in their area
- Assist staff in understanding their roles and achieving production targets related to quality and quantity

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- Complete daily shift reports identifying production throughput, safety and quality issues and downtime tracking
- Identify production issues and communicate them promptly to applicable department
- Ensure all required documentation, checks, and reports are completed during your shift
- Work collaboratively with the staff to maintain a safe working environment while meeting production goals
- Ensure all Standard Operating Procedures (SOPs) are followed
- Ensure compliance with Health & Safety policies and procedures
- Provide back up to supervisor when absent or away from work,
- Supervise, co-ordinate and schedule the activities of workers
- Identify, investigate, correct and document potential environmental and safety problems
- Establish methods to meet work schedules and co-ordinate work activities with other departments
- Resolve work problems and recommend measures to improve productivity and product quality
- Provide information for maintenance plans to ensure that maintenance and production objectives are met
- Requisition materials and supplies
- Train staff in job duties, safety procedures and company policy
- Recommend personnel actions such as hirings and promotions
- Prepare production and other reports and develop and manage operating budget for area of responsibility
- May also supervise, co-ordinate and schedule the activities of trades workers, labourers or other workers.
- Other duties or special projects, as required

Required Knowledge:

- Previous lead hand or supervisory experience in a manufacturing environment preferred
- Strong organizational and time-management skills
- Ability to operate, troubleshoot, and maintain production equipment
- Knowledge of SDS (Safety Data Sheets) and safe chemical handling practices
- Knowledge of quality control processes and best practices
- Ability to work safely and ensure team safety
- Strong leadership skills with the ability to motivate and guide team members
- Ability to follow instructions from the Production Supervisor and contribute to team goals
- Experience working in a continuous improvement environment, focusing on process and procedural enhancements

Working Conditions:

- Ability to lift up to 50 lbs.
- Manual dexterity is required to work on or under railcars and tankers
- Willingness to work overtime, as needed
- Ability to identify and address health and safety concerns in the workplace