



An Arxada Company

Enviro Tech, Production Supervisor

Reports to: **Production Manager**

Location: Helena, AR - Status: Full Time Employee

Enviro Tech, Production Supervisor Summary:

The scope of the **Production Supervisor** position involves:

A Production Supervisor performs all tasks involved in the production of the company's products. The position follows general management practices and safe work habits to ensure production is as efficient and safe as possible. This person is responsible for supervision of the operation of production equipment associated with the process, labeling, packaging, data entry into the business system, and general cleaning and other labor. Successful supervisors lead by example, instruct other Production Techs notice problems and fix them, and pay close attention to mechanical and administrative safety systems to ensure safety, production and quality targets are being met. Production Supervisor is a leadership position and performance of your crew is important.

Qualifications:

Essential Duties and Responsibilities

- Monitor and prioritize workflow of production to meet deadlines
- Supervisors are responsible for their work and company equipment. Responsible for reporting any discrepancies in paperwork, notifying manager of any mechanical or material issues and spills or mistakes immediately.
- Complies with and trains Production Techs on company GMP's, HACCP, Safety rules and employee conduct policies.
- Sharp production focus with a drive for accurate results.
- Helps manufacturing staff achieve company goals by communicating expectations, planning, monitoring, and evaluating job results.
- Implements cost-saving strategies and techniques.
- This position inspects, promotes, and maintains adherence to food safety cleanliness in the handling of product, ingredients and finished goods using proper work procedures and compliance with Food Safety and Quality Standards as defined by the FDA, SQF, HACCP and GMP Programs.
- Helps resolve issues and disputes between manufacturing employees.
- Responsible for assigned CQPs and verifying pre-operational checklist and daily, weekly, and

monthly inspections for Food Safety and Quality program.

- Counsels employees on how to achieve an optimal output or workflow.
- Understands procedures and emergency operations for bulk PAA and BromMax manufacturing.
- Makes sure Production Techs maintain a clean and safe work area, that they return tools and equipment back to their proper area for storage, clean and ready for re-use, after each use. Ensures trash containers are emptied as necessary and loose items are in their proper place of storage.
- Assist with counting of physical inventory.
- Wear the proper safety equipment when required.
- Contributes to team effort by accomplishing plant improvement projects and offering help in other departments if needed.
- Assist with the onboarding process of new hires.
- Must have the ability to complete batch tickets, compliance documents, inventory transfers, and internal work orders properly without instruction from manager.
- Needs to have the ability to detect if there is a problem with a valve, pipe, pump, air compressor, mix motor, pack station, and any other common equipment.
- Responsible for properly handling hazardous chemicals and understanding the proper procedure if a spill occurs.
- Must be trained in the principles quality control (titration, density, and atomic absorption).
- Understands the basic principles of halogen and oxidative chemistry.
- Emphasizes safety and completing secondary tasks with other production employees on a regular basis.
- Manages the production department in the absence of the manager.
- Must be proficient in Chempax Module III software.
- Ensures that all batches are finished in a timely manner. If the batches are delayed for any reason, the operator 1 will log the reason in the batch ticket and correct the delay immediately.
- Assists manager with training production personnel.
- Assists the manager in keeping stock of all rework and returns. Rework and returns should be tested, quarantined, marked, and reworked in a timely manner. This operator should keep a high priority on keeping rework stock at 0.
- Emphasizes safety and completing secondary tasks at production meetings.
- Production Supervisors should have mastery of operation of all production equipment, including PLC's.
- Generates maintenance request and supply orders. The supervisor is responsible for the condition of equipment, piping, fittings, instrument and scale calibration, and general condition of production areas.
- Oversees all batches, packaging, repacking, clean-up, labeling, and transport to warehouses.
- Keeps all production records in a secure and organized manner. All files should be well organized accessible in this manager's absence.
- Contributes to team effort by accomplishing related projects and offering help as needed.

Education and/or Work Experience Requirements:

- • High School Diploma or GED required.

- Able to deal with complex issues in a fast-paced setting.
- Verbal and written communication skills, including ability to effectively communicate with internal team members and external vendors or customers via email, telephone, 2-way radio, or handwriting.
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude.
- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices.
- Proficiency in Chempax and all automation systems.
- Must possess a current forklift license.
- HAZWOPER Training certificate required.
- Familiarity with company warehousing practices and methods.
- Excellent organizational and time management

About Enviro Tech, an Arxada Company

Enviro Tech, founded in 1991, is a manufacturer of EPA and FDA approved chemical products for a variety of industries including industrial water treatment, food processing, agriculture, oil & gas and others. Enviro Tech has 41 parent EPA registrations and 15 FDA Food Contact Notifications. Enviro Tech's core chemistries are peracetic acid (PAA) and bromine-based biocides. Enviro Tech manufactures products in Modesto, CA and Helena, AR and in Levelland, TX. Enviro Tech has experienced significant growth since its inception and is now a fully functional business line within the Microbial Control Solutions business unit in Arxada.

Visit our website: www.envirotech.com

Equal Opportunity Employer

Enviro Tech Chemical Services, Inc. is an Equal Opportunity. All qualified applicants will receive consideration for employment without regard to sex, race, color, religion, national origin, age, marital status, political affiliation, sexual orientation, gender identity, genetic information, disability or protected veteran status. We are committed to providing a workplace free of any discrimination or harassment.

Job Type: Full-time

Pay: \$29.00 - \$33.00 per hour