

TEXAS LEHIGH CEMENT COMPANY

Buda, TX



JOB DESCRIPTION

Job Title: Production Supervisor

Department: Production

Job Type: Full time, Salaried Exempt

Compensation: \$ k/yr. + eligible to participate in the Supervisor Bonus Program

Reports to: Production Manager

Required skills and qualifications:

- High school diploma required; College degree preferred, will accept greater than 5 years of work experience in Cement manufacturing and the supervision of employees on multiple shifts.
- Experience on a rotating 12-hour shift schedule, working weekends, and holidays.
- Must have strong interpersonal skills and be capable of interacting with a diverse team of people with various backgrounds and interests.
- Demonstrated strong proficiency using Microsoft Office Products; MP2 experience is a plus; computer literacy.
- Excellent organization, communication (written and oral) and leadership skills.
- Superior time management skills, multitasking skills, and the ability to prioritize tasks with minimal supervision.
- Resourcefulness and flexibility.
- High level of sound and independent judgement, reasoning, and discretion.
- Safety and Detail Oriented; Knowledge of MSHA regulations.
- Ability to work independently and without supervision.
- Confident, personable, professional, and diplomatic
- Responsive and positive work attitude is essential.

Other Preferred Skills:

- Not applicable.

Responsibility include:

Production Supervisor will be responsible for the safe, compliant, and efficient daily production activities of the Raw Mill, Kiln, Finish Grinding, and Yard departments on rotating 12-hour shifts.

- Monitors and oversees operations in a manner to ensure that all production teams have and use proper safety and environmental equipment and supplies standards are being met.
- Obtains and generates required production information including but not limited to all regulatory required emissions readings, daily production data, and various daily diary data and completes the required reports.
- Assist the Production Manager in the development and implementation of equipment checklists and production operating procedures to include operation parameters and standard operating procedures, along with any budget, monthly accruals, and capital projects.
- Communicate with the Production Manager and Process Engineer any operational problems and communicate with Control Room Operators any resolutions necessary.
- Maintain filling of Environmental, Health, and Safety regulated documents and participate in related audits
- Maintain plant data files, purchasing files, plant manuals, check-sheets, logs, operating procedures and other process safety information for the plant.
- Work with other departments; the Quality Department to ensure excellent product quality and consistency and the Maintenance Department to ensure daily operational problems are corrected in a timely and cooperative manner.
- Ensure that hourly personnel complete all required regulatory reports correctly and in a timely manner.
- Work with IT support personnel to coordinate phone, computer and related activities
- Work with purchasing to resolve purchase order quality and payment problems with suppliers and contractors in a timely manner.
- Ensure Proper insurance certification documentation is on file before any outside contractors are permitted on TLCC property.
- Participate in planning and organization of refractory repairs and turnarounds with the Maintenance Planner.
- Must be able to perform basic process measurements (temperatures, pressures, and air flows, etc.)
- Maintain a tool/spare parts (consumables) inventory and activity and change orders used by production personnel.
- Maintain and administer weekly work schedules, vacation schedules and timesheets.
- Provide back up for month end closing activities
- Assist the Production Manager in the development and implementation of training plans for production personnel.