



TEXAS LEHIGH CEMENT COMPANY

Buda, TX

JOB DESCRIPTION

Job Title: Production Supervisor

Department: Production

Job Type: Full-time; Salaried Exempt

Reports to: Production Manager

Required skills and qualifications:

- Responsible for taking all measures necessary, including proper disciplinary action, to ensure that Production personnel work in the manner and with the protective devices, measures and procedures required by MSHA, and plant safety rules, policies, and procedures.
- Taking the lead in the investigation and follow-up of accidents and/or near miss incidents.
- Ensuring that safety meetings are held as per established guidelines and that those meetings are effective. Attend such meetings as per established guidelines.
- Responding to, if required and appropriate, and following-up on safety concerns brought forward from the group.
- Conducting safety related inspections of work areas as per established
- Advising workers of the existence of any potential or actual danger to the health or safety of the worker of which he is aware.
- Taking every precaution reasonable in the circumstance for the protection of a worker.
- Protect the plant's equipment and maximize its utilization and reliability.
- Produce the forecasted quantities and quality of raw mix, clinker and cement maximizing production and quality
- Ensure that all environmental guidelines are followed and complied with.
- Make sure that all control parameters of the lab, the control room and the field are met.
- Coordinate and facilitate key decision making and problem solving with the team when dealing with mechanical, electrical, process, quality, productivity or manpower related problems.
- Capable of being a change agent and motivating others toward a vision of the future
- Travel Requirements: May be required to travel for training purposes, off site meetings, etc.

Education and Work Experience:

- At least five years cement manufacturing experience, prefer cement in a supervisor role.
- Excellent Knowledge of the cement technology and manufacturing process
- Able to burn a preheater/ precalciner kiln system is a plus.

Major Duties/Responsibilities:

- While maintaining a high standard in safety and quality meet the forecasted production of clinker and cement within the production budget while.
- Meet the quality objectives for raw mix, clinker and cement.
- Ensure cooperation and teamwork within the production teams.
- Promote good relations and communication between the maintenance and production departments.
- Coordinate training for the production employees.
- Ensure productivity, housekeeping and quality of work standards are maintained within the production department.
- Achieve personal and departmental goals.
- Represent the production department when coordinating and organizing the teams work with other departments.
- Provide leadership and ensure communication within a team environment to achieve the production objectives.
- Report on the shift activities and observations, safety meetings and production level.
- Complete the weekly payroll for the production teams.
- Need to be able to work on a rotating shift bases.
- Creating detail priorities work request originating from workplace exams, shift inspections, and walk arounds.

This list is not intended to be a complete list of duties and responsibilities. It is to be used as a guide to understand the expectations of the position. Duties, responsibilities and tasks will be directed by the Production Manager as necessary to ensure the SAFETY of the workforce, reliability of the equipment and to control the associated costs. The above list is not inclusive and can change at the direction of the Production Manager