

# Shift Supervisor/Extruder Operator Job Description

## SUMMARY

The Supervisor's role at Van Wasteco Inc. plant is to provide effective leadership and direction to ensure the plant operates at its maximum efficiency while maintaining the Production Lines. Supervisors are responsible for the health and welfare of all employees and must provide ongoing training in all areas of the employee responsibility, including safe operation of the plant equipment.

Reports to: Plant Supervisor

## *Responsibilities*

- Follow safety regulation, company policies, and guidelines
- Understand the duties of all personnel reporting to the plant supervisor
- Should be able to operate all machines, Erema, Guillotine, and Wash-line.
- Cover other employee's breaks
- Troubleshoot plant equipment and process problems
- Report equipment problems using the work order system
- Operating all sorting, grinding, shredding, washing, drying and extrusion equipment.
- Empty dust bags, the cyclones, and dryer.
- Wash-down the line and cleanup all equipment when required
- Understand and follow the plant start-up and shut-down procedures
- Prepare daily production report, downtime, number of bags, total weight, amount of screen changes, total amount of production, and total working hours
- Co-ordinate the daily cleanup of the production array.
- Select suitable material for loading onto the bale breaker and shredder conveyor
- Work with employees to improve performance
- Ensure productivity meets management's goals
- Ensure finished product meets all quality requirements
- Help resolve all shift and conflicts or disputes.
- Enforce Health and Safety programs
- Report all unsafe equipment or hazards
- Ensure good housekeeping levels are maintained at all times
- Provide other services or direction to employees as directed by management
- Take care of empty boxes, bags, skids and place in proper place
- Report anything that is unsafe or hazardous to maintenance and Plant Manager immediately
- Maintain housekeeping in working area at all times

## ***Safety Responsibilities***

- To ensure the health and safety of all workers under their direct supervision.
- To be knowledgeable about and comply with the WCB regulations and any applicable orders.
- To ensure workers:
  - Are made aware of health and safety hazards.
  - Comply with WCB regulations and orders.
  - To co-operate with the joint health and safety committee.
  - To co-operate with the WCB and their officers carrying out their duty.

## **Skills for a Quality Assurance Assistant Position:**

1. Able to drive a Forklift
2. Ability to learn new procedures
3. Excellent verbal and written communication skills.
4. Able to communicate with employees
5. Basic knowledge of human relations
6. Precise attention to detail

## **Minimum Qualifications:**

1. Forklift Certificate
2. High school graduate
3. Read, write, and speak English

How to apply: Please send resume to: [vu@vanwasteco.com](mailto:vu@vanwasteco.com)