



Position Description

Position Title:	Module Shift Supervisor	
Department:	Module Production	
FLSA Status:	Exempt	
Reports to:	Production Manager	
Supervises:	Shift Production Operators / Direct Labor	
Dev.date :		Page 1 of 2

Position Summary

Supervise module production line operation in accordance with plant policies and procedures. Ensure efficient production operation during shift to meet all factory safety, output, yield, cost, and quality targets.

Essential Functions:

- Supervise production line operation in accordance with plant policies and procedures.
- Hires, trains and coaches production line direct employees.
- Manages time card submissions and tracking for all direct employees.
- Responsible for shift coverage and schedules including: work station assignments/rotations, employee training, employee time off, employee breaks, overtime assignment, back-up for absent employees, and cross shift rotations.
- Conduct production line employee performance reviews.
- Coordinate any shift based production startups, shutdowns, and changeovers.
- Coordinate shift support groups to remove process, equipment or facilities barriers to meeting shift performance targets.
- Coordinate with Human Resources for appropriate shift staffing levels.
- Schedule and conduct shift production meetings.
- Responsible to meet all shift production output, yield, cost, and quality targets.
- Responsible for any and all operation product quality inspection control points in production line.
- Operate within standard operating procedures (SOPs) and Job Safety Analysis (JSAs).
- Communicate with other Shift Supervisors, Manufacturing Manager, and/or factory leadership as required.
- Ensure a clean and safe work area using the 5S manufacturing methodology.
- Complete shift performance and factory reporting paperwork as/if required.
- Assist in line production as necessary to ensure smooth and efficient operation.
- Lead production line performance improvement teams as assigned.

Education and experience:

- High school diploma or equivalent required. Two year degree / some college preferred.
- 3-4 years previous manufacturing supervision experience required. > 5 year manufacturing supervision preferred.

Skills and Abilities:

- Excellent reading, writing, arithmetic, and communication skills required.
- Knowledge of solar or semiconductor manufacturing processes, procedures, and machinery preferred.
- Manual dexterity required for operating machinery, computers, and WIP movement tools.
- Software knowledge in Microsoft Office applications.
- Understands bottleneck management techniques, theory of constraints, lean manufacturing methods, line balancing, 5S work methods, statistical process control (SPC), and/or Six Sigma Quality systems a



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plus.

- Able to multi-task as well as manage daily, weekly, and monthly required work effectively.
- Ability to collect, analyze, and communicate shift and daily performance plans to all shift based teams.
- Creates a high expectation and consistently high performing production shift team.
- Inspires and motivate teams to complete all required shift tasks with high levels of quality, repeatability, and accuracy.
- Able to assess/solicit, define, and implement improvement for teams or shift performance variance.
- Creates an environment of high productivity and enthusiasm across all shift team members to excel or exceed operation or company specified targets.
- Able to create and optimize work plans, shift breaks, and task assignments to maximize productive time and output.
- Develops and maintains accurate and meaningful measures on shift performance and communicates improvement progress to shift teams and management.
- Rewards and recognizes excellence and rapid disciplines or alleviates detractors to performance.

Physical Demands:

- Support a 12-hr production shift schedule as part of the 7 X 24 hour manufacturing operation.
- Frequently lift, carry, move and position objects weighing up to 30 pounds unassisted, when performing essential job functions.
- Extended time standing or walking on hard production floor with confined spaces, multiple turns, or rooms.
- Bend, stoop, crouch, ascend, and descend on a regular basis when performing essential job functions.
- Constantly observe, assess, inspect, detect, convey, and exchange information when performing essential job functions.

This job description may be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

My signature indicates that I have reviewed this Job Description. I further understand that critical features of this job are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other business reasons.

Employee Signature

Date