



## **SUPERVISOR (NIGHT SHIFT)**

Winchester, Kentucky

**Department:** RBD  
**Reports To:** Production Manager  
**FLSA Status:** Exempt

### **Job Summary:**

Oversee and direct the development, planning, implementation and maintenance of manufacturing methods, processes and operations for new or existing products and technologies based on outlined goals to ensure smooth production operation. Supervise manufacturing personnel in accordance with company policies and procedures.

### **Essential Duties and Responsibilities:**

1. Ensure personnel are following all safety requirements during shift.
2. Work with QA to maintain a cGMP environment in all areas of manufacturing.
3. Ensure the effective use of materials, equipment and employees in producing quality products.
4. Ensure all sampling is provided to QC in a timely manner for testing.
5. Assist in scheduling needed equipment repairs / modification with Maintenance Department.
6. Assist in the planning and establishing of work schedules, assignments/coverage, and production sequences to meet production goals.
7. Provide guidance and direction to subordinates including setting performance standards and monitoring performance to ensure efficient operations.
8. Ensure manufacturing employees are fully trained in all processes as needed.
9. Recommend and consult with management regarding personnel actions such as promotions, transfers, corrective actions, etc.
10. Formulate and recommend or implement measures to motivate employees and to improve production methods, equipment performance, product quality, or efficiency.
11. Prepare documentation, reports and Standard Operating Procedures as required.
12. Daily inspections of all departmental operator documentation.
13. Interact with plant engineers and development personnel on projects.
14. Assist in the monitoring and controlling of labor expenditures.
15. Analyze information from all plant support equipment and instrumentation.
16. Assist in ensuring compliance to Class 1 Division 1 Process Safety Management regulations.
17. Be available for on-call duty to include nights and weekends.
18. Assist in production as necessary.
19. All other duties as assigned.

### **Supervisory Responsibilities:**

Supervise teams of operators in manufacturing

### **Qualifications:**

1. Bachelor's degree in the life sciences or engineering fields is preferred, but not required.
2. Requires strong leadership skills as evidenced by 5 plus years of experience in an industrial environment.

3. Must be able to analyze information and evaluate results to choose the best solution and solve problems.
4. Must have excellent oral and written communication skills to provide information to others by telephone, in written form, e-mail, or in person.
5. Must be extremely detail oriented.
6. Must be a quick learner, hands-on, and capable of multi-tasking.
7. Must demonstrate good mechanical and technical aptitude with a high degree of manual dexterity.
8. Requires computer literacy in Microsoft Office applications such as Word, Excel, etc.

**Requirements:**

**Hazardous Waste Training and Duties:**

“Employees in this position may receive hazardous waste training and may be required to carry out hazardous waste and hazardous materials duties.”

**Physical Demands:**

N (N/A)	A (1 – 25%)	B (26 – 50%)	C (51 – 75%)	D (76 – 100%)
Sitting	<u>A</u> %		Standing	<u>C</u> %
Walking	<u>C</u> %		Driving	<u>A</u> %
Bending/Stooping	<u>B</u> %		Climbing	<u>A</u> %
Reach above shoulder	<u>B</u> %		Kneeling	<u>A</u> %
Pushing/Pulling	<u>B</u> %		Crawling/Crouching	<u>A</u> %
Lifting	<u>50</u> lbs			

Computer work	<u>      </u> N/A	<u>      </u> Minimal	<u>      </u> Moderate	<u>yes</u> Significant
Temperature extremes	<u>      </u> N/A	<u>      </u> Minimal	<u>yes</u> Moderate	<u>      </u> Significant
Noise	<u>      </u> N/A	<u>      </u> Minimal	<u>yes</u> Moderate	<u>      </u> Significant

**Travel:**

Domestic	<u>10</u> %	International	<u>0</u> %
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**Other Exposures/Demands:**

This position requires the ability to:

- Work safely in manufacturing environment that utilizes audible signals and alarms
- Effectively communicate using radios and telephones in manufacturing environment
- Demonstrate visual recognition of workplace hazards
- Read and comprehend labels and MSDS sheets
- Work in high elevations and in enclosed spaces with proper permitting

Please submit your resume and/or application ([www.martek.com](http://www.martek.com)) to Human Resources at [kyjobs@martek.com](mailto:kyjobs@martek.com) or fax to 859-744-8364.

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