

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Title:** | **Production Superintendent** | | |  |  | **Grade:** | **17** |
| **Department:** | **Processing** | | |  |  | **Location** | **VA** |
| **REPORTING RELATIONSHIPS:** | | | | | | | |
| **Direct Supervisor:** | | **Production Manager** | |  | |  | |
| **MAIN PURPOSE OF POSITION:** | | | | | | | |
| **To establish, supervise and coordinate a qualified Processing Plant production team. This opportunity is located 45 minutes south of Richmond, VA.** | | | | | | | |
| **Key Accountabilities** | | | **Standards of Performance** | | | | |
| **Safety & Health** | | | * **Ensure compliance with company occupational health and safety policies and procedures and relevant regulations.** * **Actively promote safety awareness amongst Company and contract personnel** * **Report all personal injuries and incidents and assist with investigations** * **Actively support and participate in safety initiatives** * **Ensure vehicle/mobile equipment safety inspections are performed and recorded prior to placing in service for that shift. Report unsafe conditions to supervisor immediately** * **Routinely inspect assigned work areas and report unsafe conditions to supervisor** * **Ensure a high standard of housekeeping is maintained in all areas** * **Intervene as necessary to mitigate unsafe acts or unsafe conditions to protect the health and safety of other miners, company equipment and the environment** | | | | |
| **Environment** | | | * **Ensure compliance with company environmental policies and procedures and relevant regulations.** * **Actively promote environmental responsibility amongst Company and contract personnel** * **Actively support and participate in environmental initiatives.** | | | | |
| **Principal Accountability/Essential Functions** | | | * **Recruit and train Processing Plant production personnel to ensure that safety, quality, production, and environmental standards are understood and maintained.** * **Prepare monthly production results, plan daily production activities and direct Processing Supervisors to achieve budgeted production and quality targets.** * **Provide input for annual Processing Plant cost budgeting, monitor cost trends, and implement cost controls to ensure that budget targets are met.** * **Ensure that plant equipment is properly maintained and that appropriate procedures are documented and followed to provide a safe and environmentally sound work environment.** * **Manage production requirements to meet sales forecasts.** | | | | |
| **Human Relations** | | | * **Strong communication skills to interface with personnel at all levels in all departments.** * **Ability to work with and supervise people of diverse social, economic, and educational backgrounds.** | | | | |
| **Required Formal Education or Equivalent** | | | * **4 year Bachelor of Engineering Degree** * **Management courses.** | | | | |
| **Other Training Desired/On the Job Experience required** | | | * **Supervisory / Management Training.** * **Quality System Training (ISO 9000).** * **Strong relevant computer applications.** * **Minimum of 10 years of industrial production experience.** * **Minimum of 5 years experience in a supervisory role.** | | | | |
| **Quality Management System Responsibilities** | | | * **Establish and maintain work instructions consistent with the ISO or equivalent Quality System.** * **Ensure that work instructions are understood and followed.** * **Ensure that equipment is properly calibrated and operated properly.** | | | | |
| **SKILLS: (Detail the required level for recruitment)**  **LANGUAGE SKILLS REQURIED:**  **Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions form groups of manager, clients, customers, and the general public.**  **MATH SKILLS REQURIED:**  **Ability to work with complex mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.**  **REASONING ABILITY:**  **Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.** | | | | | | | |
| **Technical (include education and specific knowledge)** | | | | | | | |
| * **Thorough understanding of the operating principles of plant equipment including flow sheets and material balances** * **Good mechanical knowledge of plant equipment.** * **Strong working knowledge of relevant computer software applications.** | | | | | | | |
| **Managerial (include extent and diversity of activities managed and level of decision making)** | | | | | | | |
| * **Excellent problem solving abilities.** * **Strong organizational skills to manage multiple priorities.** * **Good cost analysis and cost control skills.** | | | | | | | |
|  | | | | | | | |

**Contact information:**

Phone: (804) 740-7595

Email resumes to [cyeatts@integrityplacement.net](mailto:cyeatts@integrityplacement.net)