

Lead Hand/Supervisor Van Wasteco Inc (a division of Merlin Plastics)

We are a plastics recycling company, and are currently searching for a Supervisor for our plant in Delta, BC.

Basic Functions :

Supervises all plant production activities on the shift. Responsible for ensuring compliance with all company/plant policies, meeting production schedules and standards, producing product in accordance with applicable customer requirements, maintaining optimum production at the least possible cost. Defines problem areas, conducts investigations and implements solutions.

Essential Duties & Responsibilities :

- Supervises hourly employees performing various production operations and administers plant policies and procedures that pertain to direct reports. Directs the manufacturing and material handling activities for the plant during their shift.
- Responsible for on-the-job training of employees. Instructs new or reassigned employees in the safe and efficient operation of equipment. Responsible for promoting and enforcing safety rules and policies. Adhering to Company safety standards as they relate to daily operations.
- Effectively manages employee work schedules and provide optimal use of manpower, machinery, and materials to eliminate unfavourable labour variances. Responsible for scheduling and controlling overtime; working in conjunction with the plant production needs.
- Maintains standards of quality to meet customer and internal specifications. Strives for continuous improvement in quality performance through proper training, good communication, effective leadership / supervision, and follow-up with all members of shift.
- Drive an injury free culture and awareness of the importance of continuous improvement
- Maintains safe working conditions throughout the plant by taking corrective action on unsafe conditions or acts. Responsible for ensuring incident reports and associated corrective actions are completed in an accurate and timely manner. Implements all approved safety recommendation, and insures compliance with established safety standards, including lockout / tag out, hearing conservation and other required programs.
- Evaluates employees based on performance set forth in the evaluation guidelines. Recommends candidates for hire, promotion, demotion, transfer, or release.
- Observes production operation within area of control to ascertain compliance with safety, quality, production standards, work rules, and efficient operation of equipment and reporting through written or verbal communication. Utilizes problem solving skills and techniques and takes corrective action to eliminate any deviation.
- Effectively handles employee concerns, suggestions, questions, and conflicts in accordance with the guidelines established in the Employee Handbook, and in accordance with Company policy/procedure. Maintains employee morale and discipline through fairness and impartiality.

- Assists in the review of labour and manufacturing costs as they relate to production. Analyses, pursues and recommends methods for reducing these costs.
- Coordinates the implementation of any approved process or procedure changes. Responsible for communicating these changes to production personnel and follows-up to insure understanding and proper implementation.
- Keeps current on technical developments and changes in order to instruct and train employees.
- Performs other related duties as requested.

Education & Experience Required :

- College degree or high school diploma
- 1 - 3 years experience in a supervisory position in a production environment
- Ability to communicate (verbal & written) effectively at all levels of the organization
- Problem solving and continuous improvement experience required.
- Experience supervising more than seven (7) employees required.
- Ability to operate a forklift
- Experience with WCB and regulations, disciplinary actions, and quality control

Other Requirements :

Demonstrated "Lead by Example" work manner.

Demonstrated ability to motivate, coach and mentor employees.

How to apply: Please submit resume to vu@merlinplastics.com