

JOB DESCRIPTION



POSITION:

EXTRUSION DEPARTMENT MANAGER

FORM #

JD-

SUMMARY:

The (Extrusion Department Manager) (EDM) manage and direct the departmental activities/associates in a way that ensures compliance and alignment to our standards specific to: Safety; Quality; Food Safety; Customer Specifications; Productivity KPI's and Ethics.

The EDM is responsible for the analysis of the extrusion results and for optimizing the process through the creation of metrics, specifications, operating conditions, standard work and training of his/her team to ensure a consistent manufacturing method and approach to the team's daily activities.

The Extrusion Department Manager is responsible for clearly communicating the needs of extrusion to internal customers/suppliers to ensure operating expectations are aligned across the operations team. For example, communicating to the plant manager; team leaders; maintenance; logistics, bagging station team; supervisors, quality and technical teams.

TEAM:

REPORTS TO:

VP of Operations

WORKS WITH:

All Pinnpack Employees & Vendors

SUPERVISES:

Extrusion Department (Process Engineer and Employees)

PROMOTION

PREVIOUS

N/A

CURRENT

Extrusion Department Manager

NEXT

QUALIFICATIONS

- Possess a high school diploma or equivalent. A Technical degree or 5-10 years of plastics extrusion experience preferred.
- 5 years of Manufacturing Experience. Preferred in Plastics Extrusion or Industry.
- Proven Troubleshooting Skills
- Must have effective written and verbal communication skills in English
- Be hands on
- Must be experienced in safety procedures, quality procedures, good manufacturing procedures, and good maintenance procedures
- 2+ years of direct supervisory experience in a manufacturing environment
- Strong attention to detail and organizational skills
- Have some mechanical and some electronic background (a plus)
- Understanding basic characteristic of different types of plastics
- Should have some basic knowledge and concept of the PLC
- Should have some basic knowledge of material handling processes

WORKING CONDITIONS

- Work requires normal manual dexterity and eye-hand coordination
- Corrected hearing and vision to normal acceptable range
- A significant amount of time will be spent in a production environment
- Production area is not climate controlled and may experience extreme temperatures
- This position requires approximately 4-6 hours per day standing and/or walking.
- This position requires the ability to climb stairs and ladders

TASKS/RESPONSIBILITIES

The following items are specific requirements, assignments and tasks expected to be understood and performed within the position of **EXTRUSION DEPARTMENT MANAGER**. Company-wide standards, practices and policies that are required by all employees are in addition to the duties given in this Job Description

- Safety: Leading by example and acting as a liaison between his/her team and the Safety Manager. The EDM is responsible first and foremost for the safety of his team and compliance to all (environmental, Health and Safety, standards. (EHS)
- Food Safety and Quality: Setting quality standards and communicate expectations to the team. Being a liaison between his/her team and the Quality / Food Safety Manager.
- Quality Production, at Rate, safely.
- Guiding the efforts of the extrusion team to ensure they consistently execute the needed tasks to meet goals and company expectations.
- Understanding and addressing losses. Safety, Quality, Yield, Down-Time, Maintenance, etc
- The EDM is responsible for auditing and maintaining accurate inventory levels and or working with the buyer to make sure inventory is on hand and available for production.
- Controlling departmental costs.
- Provide technical support and guidance, ensuring process maximization.
- Reduce process variation.
- Provide input and assistance for tooling enhancements and equipment upgrades.
- Process development.
- Develop run rules (Standard Work and specification sheets) for operators to manage the process based on equipment and quality feedback
- Work with electrical controls and systems analyst on control systems enhancement, and standardization of controls.
- Lead and manage applicable projects.
- Supervise, mentor and train extrusion employees.
- Coordinate activities between extrusion and other teams.
- Coordinate and perform daily inspections of major operating equipment and work areas. Correct any problems.
- Maximize plant productivity and quality. Minimize plant downtime.
- Develop / establish KPI's (Key Performance Indicators).
- Participate and lead 5Y and problem-solving events.
- Establish and implement set up sheets / training for all extrusion equipment.
- Document extrusion results including downtime, input pounds, output pounds, waste, etc.
- Develop and implement ways to improve safety, increase productivity, improve product quality, reduce operating costs, and minimize waste.
- Lead crisis process/breakdown resolution activities.
- Interact closely with operations, engineering, and maintenance personnel to identify issues and implement appropriate solutions.
- Perform employee evaluations and recommend disciplinary actions to Human Resources and Plant Manager. Responsible for reporting/documenting the necessary extrusion results or needs like: Maintenance Repair Items; PMs;
- Required Process Improvements; Projects; Quality Concerns; Production Requirements; keeping the Plant Manager in the loop.
- Other duties as required by management

JOB DESCRIPTION



POSITION:

EXTRUSION DEPARTMENT MANAGER

FORM #

JD-

ACTIVITIES

ACTIVITY	0 HOURS	UP TO 3 HOURS	3 - 6 HOURS	6 - 8+ HOURS
Sitting				
Walking				
Standing				
Bending (Neck)				
Bending (Waist)				
Squatting				
Climbing				
Kneeling				
Crawling				
Twisting (Neck)				
Twisting (Waist)				
Repetitive Hand Use?				
Simple Grasping (Right)				
Simple Grasping (Left)				
Power Grasping (Right)				
Power Grasping Left)				
Fine Manipulation (Right)				
Fine Manipulation (Left)				
Pushing and Pulling (Right)				
Pushing and Pulling (Left)				
Reaching Above Shoulder level				
Reaching Below Shoulder level				

LIFTING	0 HOURS	UP TO 3 HOURS	3 - 6 HOURS	6 - 8+ HOURS
0 - 10 lbs				
11 - 25 lbs				
26 - 50 lbs				
51 - 75 lbs				
76 - 100 lbs				
100+ lbs				

CARRYING	0 HOURS	UP TO 3 HOURS	3 - 6 HOURS	6 - 8+ HOURS
0 - 10 lbs				
11 - 25 lbs				
26 - 50 lbs				
51 - 75 lbs				
76 - 100 lbs				

100+ lbs

JOB DESCRIPTION



POSITION:

EXTRUSION DEPARTMENT MANAGER

FORM #

JD-

PRODUCT/FOOD SAFETY

It is the intent, objective and philosophy of PinnPACK Packaging to produce safe, legal and quality products. PinnPACK Packaging makes every effort to ensure product conformity at each manufacturing step while maintaining a safe production environment and a workforce superior for the thermoforming of food contact packaging products. To ensure product safety, this position will:

- Adhere to PinnPACK's GMP Requirements
- Identify product and/or situations that risk product contamination
- Identify product and/or situations that violate cleaning and pest control requirements
- Report equipment needing repair to supervision and avoid temporary repairs
- Make sure that any recent maintenance work was cleaned up and does not pose any risk to product
- Visually inspect raw materials for contamination
- Inform quality regarding nonconforming product so it can be segregated
- Make certain that no glass is brought into the facility
- Not store product or production equipment directly on the floor
- Only place goods in approved containers
- Practice Good Hygiene
- Not use PinnPACK containers for storing miscellaneous items
- No food or drink allowed in the facility and smoking only in designated areas

ACKNOWLEDGEMENT

I understand my duties and will perform them to the best of my ability. I also understand that the above-mentioned duties are not inclusive and may require additional duties that may arise out of my employment with PinnPack Capital Holdings, LLC.

EMPLOYEE SIGNATURE

DATE