



## JOB DESCRIPTION

<b>Title</b>	Specialty Department Supervisor
<b>Division</b>	Haleyville Factory
<b>Department</b>	Specialty
<b>Location</b>	Haleyville, AL
<b>Reports To</b>	Operations Manager

<b>Level/Grade</b>	TBD		
<b>Type of Position</b>	<input checked="" type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	
	<input type="checkbox"/> Contractor	<input type="checkbox"/> Intern	
<b>Status</b>	<input type="checkbox"/> Exempt	<input checked="" type="checkbox"/> Non-Exempt	
<b>Reviewer 1</b>		<b>Date</b>	
<b>Reviewer 2</b>		<b>Date</b>	

### POSITION SUMMARY:

Responsible for the setup, process layout and on-going production operation of the specialty lines. Supervise and lead associates within the department. Ensure quality, quantity and safety of the line, and ensure the work flow efficiencies of the line. Will be responsible to communicate ability to meet supply demands with the Vice President of Military, Operations Manager in Haleyville and VP of Manufacturing.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for the manufacturing process and organization of the specialty work area.  
 Maintain and improve process efficiencies.  
 Strives for continuous improvement throughout each production line.  
 Works closely with development specialist, on implementation of new product development into production.  
 Ensure production goals are met, and will effectively communicate with management on production status  
 Is responsible for ensuring downtime is minimized, to include but not limited to working with materials procurement team with on hand raw materials, production schedule and maintenance.  
 Aid in problem solving with the employees.  
 Ensure new employees receive proper training in the equipment, safety standards, and position expectations.  
 Maintain employee training documentation.  
 Implementation of quality manuals, SOP's and workstation visual aids to ensure quality and efficiencies  
 Ensure a safe work environment and enforce established safety protocols.  
 Handle time punch issues, absences and time off requests within the department.  
 Mentor and develop teams.  
 Ensure employees have the necessary materials, tools and equipment to be successful.  
 Give thorough and productive employee performance reviews.  
 Maintain open communication with all team members needed to effectively execute role and responsibilities  
 Holds employee one-on-one and team meetings on a regular basis to ensure overall workflow

cohesiveness.  
Maintain professional attitude.

### **QUALIFICATIONS**

Must have the ability to execute all skills stated above.  
Ideally prior Supervisory/Leadership experience of 3 + years preferred.  
Sew and Cut experience in a leadership role.  
Understanding of textile materials and optimizing in manufacturing is required  
Detail orientated.  
Ability to interpret, analyze and build product to government specifications for contract needs.  
Prior experience in the efficiency of evaluating resources and materials for appropriate workflow.  
Must be able to work in a team setting, be detail oriented and have a strong work ethic.

### **SKILLS**

Strong leadership skills.  
Organization and project management skills  
Strong communication skills both written and oral

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.  
While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **OTHER DUTIES AS ASSIGNED**

This job description is an overview of the scope of responsibilities for this job and is not intended to be an inclusive list of job tasks and expectations. With the evolution of Exxel Outdoors, LLC, the responsibilities of this position may change. The job must be prepared to accept new responsibilities and transfer others.