

**CORTLAND PLASTICS INTERNATIONAL**  
**JOB DESCRIPTION**

**JOB TITLE:**        *Shift Manager*                      **STATUS:**                *Exempt*  
**DEPARTMENT:** *Operations*                      **REPORT TO:**        *Production Manager*  
**REVISED:**        *DSK 2/1/07*                      **APPROVED:**        *PD*

**JOB SUMMARY:**

*The Shift Manager will oversee the entire Cortland Plastics International molding operation of the shift assigned with full responsibility for Safety, Quality, Manufacturing, Human Resources, and over-all Efficiency of Operation.*

**ESSENTIAL JOB FUNCTIONS:**

- 50%    Manage the day to day operational and molding activities of assigned shift*
- 15%    Manage and be supportive to the Process Technicians and Material Handlers.*
- 15%    Perform Set-ups and Changeovers.*
- 10%    Perform Quality Assurance Visual and Dimensional Inspections.*
- 5%    Perform Preventive Maintenance as required.*
- 5%    Work with Production Manager on the allocation of Direct Labor needs.*

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Contribute to the overall success of the company by performing all assigned Responsibilities in a professional, timely, and efficient manner*

**QUALIFICATION STANDARDS:**

*High School Diploma or equivalent, 10 years experience in Blow Molding or other plastics technical field, working knowledge of SPC, and computer skills.*

**SUPERVISORY RESPONSIBILITIES:**

*The Process Technicians and Material Handlers report to the Shift Manager.*

**EMPLOYER'S DISCLAIMER:**

*This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position.*

