

JOB TITLE: Sewing Supervisor

EMPLOYER: Power Lift

DEPARTMENT: Sewing

REPORTS TO: Production Manager

SUMMARY: The ability to plan, layout, and supervise the work of employees in the sewing department. Build pads and work with naugahyde upholstery, foam, wood, and other various materials on a daily basis by performing the following duties.

DUTIES AND RESPONSIBILITIES:

- Supervise the work of employees
- Establish and maintain acceptable production standards
- Cut materials
- Build pads
- Sewing of upholstery preferred but not required.
- Performs other related duties as assigned by management.

SUPERVISORY RESPONSIBILITIES:

- Directly supervises 4-5 employees within the respective department.

QUALIFICATIONS:

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Strong attention to detail and industrial sewing experience is a plus.

COMPETENCIES:

- **Managing People** - Includes staff in planning, takes responsibility for subordinates' activities; Makes oneself available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Fosters quality focus in others; Improves processes, products and services.; Continually works to improve supervisory skills.
- **Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
- **Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- **Quantity** - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Frequently/Continually required to stand
- Frequently required to walk
- Occasionally/Frequently required to sit
- Continually required to utilize hand and finger dexterity
- Occasionally required to bend
- Frequently work near moving mechanical parts
- While performing the duties of this job, the noise level in the work environment is usually moderate
- The employee must occasionally lift and /or move more than 10 pounds
- Specific vision abilities required by this job include: Close vision; Distance vision; Color vision; Peripheral vision; Depth perception and ability to adjust focus
- Specialized equipment, machines: sewing machines, saw, drill, scissors, and hand-held power tools

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ACKNOWLEDGEMENT

I have read the foregoing job description and understand the responsibilities of the job. I agree that I can perform the essential duties of this position.

Employee Name

Manager Name

Employee Signature

Manager Signature

Date Signed

Date Signed