



Position Title: Bulk Assembler
Department: Production
Reports to: Operations Manager

Responsibilities:

- Build sub-assemblies and finished goods per batch tickets
- Organize and prepare raw materials, sub-assemblies, parts, tools, supplies, etc.
- Assist with inventory control
- Cross trained in running and processing production batch tickets and establishing schedule per incoming orders

Education Requirements:

- High School diploma or GED Required

Experience Requirements:

- Experience working with shipping orders, basic hand tools, and hand equipment
- Strong mechanical skills

Skill Requirements:

- Must have mechanical or electrical skills
- Ability to read and understand technical drawings for assembled parts
- Must have good time management skills and ability to meet schedule deadlines
- Good verbal and written communication skills with ability to follow instructions
- Organizational skills with ability to balance multiple tasks
- While performing duties of this job, employee is required to be able to lift at least 80 pounds and regularly required to stand, bend, lift, and carry
- High quality standards and accuracy
- Demonstrated good performance and attendance



Position Title: Compounder
Business Segment: Specialty Chemicals
Department: Production
Reports to: Production Supervisor

Responsibilities:

- Prepare materials for batches in accordance to pre-batch tickets.
- Monitor process to ensure that the right quantity and quality are being met in an efficient manner.
- Fill products from mixers.
- Manufacture high quality products with maximum use of time and equipment.
- Organize and prepare raw materials and finished goods.
- Maintain housekeeping to ensure a clean and safe workplace.
- Maintain inventory accuracy by reconciling product usage in the ERP system.
- Perform other duties as assigned by supervisor.

Qualifications:

- High School diploma or GED.
- Previous compounding experience is preferred.
- Good verbal and written communication skills. Good basic math skills.
- Basic understanding of computers (Word, Excel, PowerPoint, etc.)
- Ability to complete JD Edwards transactions through on-the-job training.
- Demonstrated good performance and attendance.
- Forklift certification.
- Must be able to lift a minimum of 50 lbs on a consistent basis



Position Title: Filler
Department: Production
Reports to: Production Supervisor

Responsibilities:

- Labeling, filling, weighing, repacking, and preparing product containers for shipment
- Keeping inventory control of orders as they are filled and delivering palletized finished goods to the warehouse.
- Assisting Compounders and other production personnels in daily tasks.
- Maintain housekeeping to ensure a clean and safe workplace.
- Follow all safety requirements.
- Investigate and report all incidents i.e. injuries, near misses, spills, property damage, fires, etc.
- Perform other duties as assigned by supervisor.

Education Requirements:

- High School diploma or GED Required

Experience Requirements:

- Experience working in a manufacturing environment preferred

Skill Requirements:

- Good verbal and written communication skills with ability to follow instructions
- Good basic math skills
- Basic understanding of computers (Word, Excel, PowerPoint, etc.)
- While performing duties of this job, employee is required to be able to lift at least 50 pounds and regularly required to stand, bend, lift, and carry
- Experience in Spill Control preferred
- Demonstrated good performance and attendance
- Forklift certification preferred



Position Title: Production Supervisor

Business Segment: Specialty Chemicals

Department: Operations

Reports to: Operations Manager

Position Purpose:

The Specialty Chemicals business segment of CSW Industrials is seeking a Production Supervisor to provide engaging leadership and guidance to all production, maintenance, and quality employees on shift to ensure that all production operations and administrative activities are efficient, safe and adhere to the company's safety, health, environmental, quality and productivity standards.

Job Responsibilities:

- Takes the measures required to maintain the production unit in compliance with all internal standards and governmental laws, policies and procedures regarding environmental, health and safety issues.
- Ensures efficient and safe implementation of new products/ processes at the site.
- Investigates and implements actions for customer complaints.
- Liaises Supply Chain and Sales to ensure production targets are in line with customer requirements. Ensures production schedules are met.
- Recommend and execute corrective actions to meet the targets regarding SHE, cost, quality, on-time production and asset integrity.
- Ensures monthly reporting of production key performance indicators (KPI's).
- Decides on corrective actions as needed e.g. to solve technical, safety or quality problems.
- Meets agreed production plan, develop capacity and resource plans to ensure flexibility and agility to short term challenges.
- Leads, motivates and develops his organization in line with company policies.
- Manages personnel resources issues in cooperation with his superior and HR. Plan and schedule resources and administer timekeeping and attendance tracking of all shift employees.
- Manages performance of individuals and give constructive feedback.
- Complies with corporate guidelines, procedures and business ethics.

- Ensures manufacturing procedures, environmental and safety procedures, and personnel policies and practices are in accordance with applicable laws.

Essential Skills, Education & Experience:

- Associate's or Bachelor's degree in business or a technical field along with 5-10 years of front line supervision in a manufacturing environment.
- A demonstrated record of strong people management, change management, strategic thinking, and planning.
- Hands-on and the ability to multi-task in a fast paced environment and prioritize duties to meet deadlines.
- High energy and superb communication skills with the ability to consultatively propose value propositions to our internal and external customers. Ability to work with all levels from corporate to field employees.
- Strong follow through skills to close leads and action items.
- An active listener who continues to learn while pulling others to collaborate in achieving global objectives – A collaborative style.
- High ethical standards and the ability to hold accountability.