



Job Title: Packaging Supervisor
Department: Operations
Reports To: Director of Operations
Position Status: Full-Time

Exemption Status: Non-Exempt/Hourly
Travel Required: None – 0%
Location of Job: Windsor, WI

Company Overview

Diesel Forward is the nation's leading provider of aftermarket diesel engine fuel systems and technical components for light, medium, and heavy-duty vehicles and equipment. The company and its Alliant Power brand distributes aftermarket new and remanufactured parts through more than 21 central distributors and over 550 service dealers around the world. Diesel Forward is also the largest distributor of top OEM brands to the aftermarket through company-owned warehouses across four U.S. time zones.

Job Summary

The Packaging Supervisor plans, organizes, and monitors the daily operations of the Packaging Department. This includes the supervision of production, quality, and warehousing of packaged product consistent with Diesel Forward's service and cost objectives.

Key Departmental Responsibilities

- Generates and maintains effective daily and weekly department schedules. Works with the production plan to build and adjust schedules as demands change.
- Identifies priorities and communicates them to the Packaging Associates.
- Balances quality, productivity, cost, safety and morale to achieve positive results in all areas. Works to continuously improve in all areas.
- Completes daily inventories; maintains stock bins by assuring proper sizing, labeling and condition.
- Ensures effective employee relations. Provides employee training, coaching, and development. Makes employment decisions. Resolves employee issues through problem resolution.
- Coordinates the movement of products between Production, Packaging and the Warehouse. Communicates effectively with all related parties.
- Maintains a full knowledge of department processes. Documents all process to ensure quality and consistent output.
- Ensures personal safety and the safety of others by following safety rules and rectifying hazards.
- Operates in conformance with the requirements of the Diesel Forward quality management system.
- Assists other employees both in and out of the department.
- Provides feedback on system needs/changes.
- Performs other related duties and assignments as required.

Performance Factors

All Diesel Forward employees shall exhibit the following:

1. **Attendance and dependability:** The employee can be depended on to report to work at the scheduled time and is seldom absent from work. Employee can be depended upon to complete work in a timely, accurate, and thorough manner and is conscientious, about assignments.

2. **Communication/listening:** The employee communicates effectively and appropriately. Uses good judgment as to what to communicate to whom as well as the best way to get that accomplished. Listens to others and allows them to make their point.
3. **Relationships with others:** The employee works effectively and relates well with others including superiors, coworkers, and individuals inside and outside the company. The employee exhibits a professional manner in dealing with others and works to maintain constructive working relationships.
4. **Safety and security:** The employee actively promotes and personally observes safety and security procedures, and uses equipment and materials properly.
5. **Quality and continuous improvement:** The employee promotes organizational effectiveness by anticipating and dealing with problems. Encourages others to suggest improvements to work processes, and persistently focuses on quality, as well as on results. Seeks ways to improve productivity and effectiveness by identifying sources of mistakes and determining or suggesting a course of action to prevent their recurrence.
6. **Teamwork:** The employee is a team player who contributes valuable ideas, opinions and feedback. Communicates openly and honestly and can be counted on to fulfill commitments made to others.

Skills & Qualifications

HS diploma/GED required. Minimum 5 years warehouse experience is required. Thorough knowledge of Diesel Forward's product offering. Excellent interpersonal, communication, and time management skills. Must have understanding of the function and operation of production, packaging, and warehousing. Forklift experience required—or willingness to be trained/certified within 30 days of hire. Must have ability to lift up to fifty pounds on a regular basis and up to one hundred pounds occasionally.

Revision History

Revision Level	Revision Date	Section #(s)	Description of Change
A	03/22/2019	--	Authored for ISO 9001:2015 compliance.