



Job Title: Production Supervisor - SDC
Function: Manufacturing
Location: Rocky Mount, NC
Supervisor Title: Production Manager

JOB SUMMARY

The Production Supervisor will lead a team of production employees responsible for manufacturing SePRO products at the quantity and quality required by our customers while complying with all safety and environmental policies and procedures.

SePRO Corporation, founded in 1994, is a specialty environmental products company focused on protection and restoration of waterbodies, green spaces and food sources. Through a tireless commitment to customer-centric innovation and solution-focused technical support, SePRO is poised for continued growth and market leadership.

PRIMARY RESPONSIBILITIES

- Trains and manages production employees.
- Oversees the daily workflow and assignments of the production team.
- Assists as needed in operating equipment
- Provides constructive and timely performance evaluations.
- Oversees production operations
- Executes production schedules to ensure efficient operations.
- Maintains knowledge of processes and equipment.
- Troubleshoots issues impacting the production process.
- Works with maintenance department to resolve equipment problems.
- Ensures that employees comply with applicable safety regulations, policies, and procedures.
- Ensures necessary documentation is completed in an accurate and timely fashion.
- Write Standard Operating Procedures.
- Manage contractor activities while on site.
- Accountable for all inventory transaction and accuracy with the assigned area.
- Participates in after hours on-call duties and serve as Emergency Coordinator
- Performs other related duties as assigned.

EDUCATION AND EXPERIENCE

- BS in Chemistry, Engineering, or Science and possess strong mechanical aptitude with 1+ years of manufacturing experience
- Or High School diploma plus 10 years' experience in Chemical Manufacturing

REQUISITE SKILLS

- Understanding of production operations and machinery.
- Must be physically able to wear respiratory protective equipment.
- Must be able to climb ladders up to 40 feet.
- Must be able to lift 50 lbs and maneuver 500-pound drums.



- Must be able to drive forklift to load and unload trucks.
- Must be able to wear protective gear in all types of conditions.
- Excellent supervisory and leadership skills.
- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Proficient with Microsoft Office Suite or related software to complete reports and logs.

SePRO Corporation provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.