

Ronnie Shearer

Material Supervisor

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WORK EXPERIENCE

Material Supervisor

STS TECHNICAL SERVICES - Appleton, WI - February 2014 to August 2014

Plan work schedules and assign duties to maintain adequate staff for effective performance of activities and response to fluctuating workloads.

- Check specifications of materials loaded or unloaded against information contained in work orders.
- Resolve personnel problems, complaints, or formal grievances when possible, or refer them to higher-level supervisors for resolution.
- Counsel employees in work-related activities, personal growth, or career development.
- Conduct employee training in equipment operations or work and safety procedures, or assign employee training to experienced workers.
- Collaborate with workers and managers to solve work-related problems.
- Inspect equipment for wear and for conformance to specifications.
- Estimate material, time, and staffing requirements for a given project, based on work orders, job specifications, and experience.
- Inventory supplies and requisition or purchase additional items, as necessary.
- Inform designated employees or departments of items loaded or problems encountered.

Material Manager

Dyn Corp. Intl. - Fort Worth, TX - May 2011 to December 2012

Review work throughout the work process and at completion to ensure that it has been performed properly.

- Transmit and explain work orders to laborers.
- Examine freight to determine loading sequences.
- Perform the same work duties as those supervised or perform more difficult or skilled tasks or assist in their performance.
- Prepare and maintain work records and reports of information such as employee time and wages, daily receipts, or inspection results.
- Conduct staff meetings to relay general information or to address specific topics, such as safety.
- Recommend or initiate personnel actions, such as promotions, transfers, or disciplinary measures.
- Assess training needs of staff and arrange for or provide appropriate instruction.
- Schedule times of shipment and modes of transportation for materials.
- Inspect job sites to determine the extent of maintenance or repairs needed.

Material Supervisor

Aerotek Professional Services - Appleton, WI - July 2009 to September 2010

Confer with other supervisors to coordinate operations and activities within or between departments.

- Enforce safety and sanitation regulations.
- Plan and establish work schedules, assignments, and production sequences to meet production

goals.

- Inspect materials, products, or equipment to detect defects or malfunctions.

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- Observe work and monitor gauges, dials, and other indicators to ensure that operators conform to production or processing standards.
- Interpret specifications, blueprints, job orders, and company policies and procedures for workers.
- Keep records of employees' attendance and hours worked.
- Read and analyze charts, work orders, production schedules, and other records and reports to determine production requirements and to evaluate current production estimates and outputs.
- Requisition materials, supplies, equipment parts, or repair services.
- Recommend or implement measures to motivate employees and to improve production methods, equipment performance, product quality, or efficiency.
- Calculate labor and equipment requirements and production specifications, using standard formulas.

Material Specialist I

JLG INC - Orrville, OH - December 2006 to July 2009

Examine documents, materials, or products and monitor work processes to assess completeness, accuracy, and conformance to standards and specifications.

- Review documents, such as production schedules, work orders, or staffing tables, to determine personnel or materials requirements or material priorities.
- Confer with department supervisors or other personnel to assess progress and discuss needed changes.
- Revise production schedules when required due to design changes, labor or material shortages, backlogs, or other interruptions, collaborating with management, marketing, sales, production, or engineering.
- Confer with establishment personnel, vendors, or customers to coordinate production or shipping activities and to resolve complaints or eliminate delays.
- Record production data, including volume produced, consumption of raw materials, or quality control measures.
- Requisition and maintain inventories of materials or supplies necessary to meet production demands.
- Calculate figures, such as required amounts of labor or materials, manufacturing costs, or wages, using pricing schedules, adding machines, calculators, or computers.
- Distribute production schedules or work orders to departments.
- Compile information, such as production rates and progress, materials inventories, materials used, or customer information, so that status reports can be completed.
- Arrange for delivery, assembly, or distribution of supplies or parts to expedite flow of materials and meet production schedules.
- Contact suppliers to verify shipment details.
- Maintain files, such as maintenance records, bills of lading, or cost reports.
- Plan production commitments or timetables for business units, specific programs, or jobs, using sales forecasts.
- Compile and prepare documentation related to production sequences, transportation, personnel schedules, or purchase, maintenance, or repair orders.
- Provide documentation and information to account for delays, difficulties, or changes to cost estimates.