

**Job Title: Line Captain****Department:** Production**Reports To:** Production Supervisor / Shift Manager**To apply, email James Reams at**

jreams@nehemiahmfg.com



---

**Position Summary:**

The Line Captain is responsible for overseeing the daily operations of a production line, ensuring optimal performance, adherence to quality standards, and the accurate documentation of all activities. This role requires technical proficiency with equipment, strong leadership skills, a commitment to safety and quality, and the ability to effectively guide, train, and communicate with team members.

---

**Key Responsibilities:****1. Equipment Management**

- Develop a thorough understanding of all equipment on the assigned line.
- Minimize downtime by proactively learning and performing basic machine adjustments including:
  - Changing and adjusting labels, sleeves, tape
  - Purging and adjusting date coders
  - Adjusting fillers, cappers, rails, and box machines

**2. Documentation & Reporting**

- Ensure all documentation is completed accurately and timely, maintaining compliance with quality and regulatory requirements.
- Responsibilities include:
  - Verifying lot numbers and components before shift start and during quarterly checks
  - Recording accurate downtime with descriptive reasoning
  - Properly taring scales before weight checks
  - Entering accurate shift personnel data, skid counts, and hours
  - Maintaining clarity and accuracy in Quality Windows (QW) data and photos
  - Ensuring batch sheet and component documentation reflects correct information
  - Preventing and reporting any falsified information immediately

**3. Supervision & Training**

- Directly supervise team members assigned to the production line.
- Train team members on line-specific tasks, safety procedures, and production goals.
- Provide guidance to ensure consistent productivity and quality.
- Lead by example and help enforce GMP, PPE, and safety protocols at all times.

#### **4. Quality Control**

- Continuously monitor product quality throughout the shift.
- Identify and address any quality issues promptly.
- Collaborate with Quality Technicians to ensure standards are met or exceeded.

#### **5. Problem Solving**

- Quickly identify and resolve operational or quality issues within the line.
- Escalate complex issues to maintenance or supervisory staff as needed.
- Contribute ideas for continuous improvement and corrective actions.

#### **6. Leadership & Communication**

- Set a professional example for team conduct and communication.
- Foster a respectful and productive work environment with all coworkers.
- Communicate clearly and consistently with team members, other line leaders, and supervisors.

---

#### **Qualifications:**

- High school diploma or equivalent required
- Prior experience in a manufacturing or production setting preferred
- Demonstrated ability to lead and supervise teams effectively
- Strong written and verbal communication skills
- Working knowledge of basic mechanical adjustments and troubleshooting
- Familiarity with GMP, PPE, and safety protocols

---

#### **Physical Requirements:**

- Must be able to stand for extended periods
- Regularly lift up to 50 lbs
- Work in a manufacturing environment with noise, moving equipment, and variable temperatures