



Job Title: Glass Paint Line Lead

Department: Glass Painting Department Grade: C

Supervisor: Glass Paint Team Lead

FLSA: Non-Exempt Job Status: Full Time Safety Sensitive Position

Responsible for the overall operation of the glass paint/washing machine.

Your Day-to-Day Responsibilities:

- Scheduling, Directing, and Doing maintenance and Cleaning on the Equipment.
- Ordering Paint and Parts
- Communicating with Purchasing and Quality on incoming specials and Inventory Questions.
- Making sure all late orders are complete or putting together a plan to complete.
- Quality checks on all customs glass.
- Sending labor to other departments as schedule is completed
- Communicate with other departments to make sure their needs are being met.
- Seeking improvements to our current processes to put out better product.
- Manage inventory coming in and out of the Paint Department.
- Mix and fill paint tanks for the glass painting machine.
- Adjust paint guns and machine settings to recommended settings.
- Briefly inspect glass for chips and scratches on the surface and edges, etc. before the glass is placed in the glass washing machine.
- Help run and direct all equipment in the Paint line.
- Ensure finished product meets quality standards of the business.
- Follow and ensure others are following company policies, core values and safety/quality procedures and standards.
- Responsible for maintaining clean area and follow 5 "S" principles, inventory control and posting of WIP and Finished Goods.
- Work company assigned hours for the position and additional hours if needed (regular and predictable attendance is required).
- Other duties as assigned.

Qualifications: Must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education & Experience:

High School Diploma or GED required and good math skills (proficient in math).

One to two years of manufacturing experience and general knowledge of paint spraying and experience is required.

Knowledge and Competencies: The following key competencies represent qualities, traits and behaviors that a successful employee will exhibit. This list is not exhaustive, as other qualities, traits and behaviors are desired:

- Excellent communication ability to follow through on requests for information and select appropriate responses; good listening skills, paying attention to others' communications to ensure understanding; seeking input and showing a genuine interest in others' opinions, facilitating and sharing information within department and across departments

- Computer literate (basic computer skills – ability to be trained to use company required software/programs)
- Ability to work independently within a team-based environment
- Perform crosshatch adhesion test on painted glass
- Operate measuring tools/gauges for millage of paint and thickness, etc.
- Operate hand power tools and read tape measure
- Insure proper viscosity of paint.
- Positive/optimistic – Can do, make things happen attitude (genuinely believes the organization can accomplish a lot)
- Ability to define problems, collect data, establish facts and draw valid conclusions (ability to use good judgment when making decision)
- Ability to be cross trained in other departments and work in other departments when required due to departmental workloads.

Certificates, Licenses, Registrations: Ability to get Forklift Certification

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

While performing the duties of this job, the employee is regularly required to use hands to handle or feel. The employee frequently is required to walk, stand, climb/balance, and talk or hear. The employee is regularly required to sit, stoop, kneel or crouch. The employee frequently lifts up to 50 pounds and may occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision (distinguish colors and shades of color), peripheral vision, depth perception, and ability to focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position is in a manufacturing production plant environment where the temperature may vary hot or cold. The typical noise level is loud. Exposure to vibration, fumes or airborne particles, and moving mechanical parts.

I, the undersigned, have read and understand the duties and responsibilities of this position.

Employee Signature _____ Date _____

Supervisor/Witness Signature _____ Date _____

This job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time for any reason, and the Company has a similar right.
