

**Job Title: Lead****Department: Cutting****Manager: Operations Manager****FLSA: Non-Exempt      Job Status: Safety Sensitive Full Time (Seasonal)**

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**Job Duties & Responsibilities:** Include the following, as well as other duties that may be assigned.**What You Will Be Doing** (Include the following, as well as other duties that may be assigned.)

Oversee the quality, production, inventory, and WIP (scanning and posting) of all products in Department. Works closely with Operations Manager to ensure the department is meeting daily schedule and 5 “S” responsibilities. The below are key areas and skill sets necessary for this position.

**People**

- Trust: understands and practices trust building behavior
- Recognition: gives high quality feedback and recognition
- Development: develops the talents and skills of their team

**Process**

- Safety: recognizes, enforces, and drives a proactive safety mindset
- Continuous Improvement: sees “work” as interdependent processes, recognizes waste, and drives process improvement.
- Daily Huddles: effectively communicates by leading improvement-oriented daily huddles.

**Performance**

- High Standards: sets and delivers on high expectations and standards
- Empowerment: coaches to create an empowered team confidence, leads calmly, resolutely, and with confidence in challenging situations.

**What You Will Be Responsible For (your day to day):**

- Manage and drive cross training initiatives in keeping with company goals.
- Able to keep balanced production flow (efficiencies within department).
- Communicate effectively with manager and other employees regarding problems, schedule, late orders, shortages, inspection and completion of items (communicate and work with production scheduling to ensure workloads are within capacities).
- Work closely with other production departments to make sure daily material needs are met.
- Pack all units as they are assembled per production schedule.
- Print and label units with correct part number.
- Scan off jobs per company defined process.
- Oversee final inspection of units to make sure they meet company defined requirements.
- 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)

- Proactively addresses production/personnel issues and seeks positive resolution (promotes a positive work environment that encourages communication and teamwork in all aspects of the job).
- 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.

Five to Seven years of manufacturing related 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 skills required 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, respond to requests on a timely basis
- Ability to read and interpret manufacturing drawings
- Computer literate (basic computer skills – ability to be trained to use company required software/programs and Microsoft Word and Excel)
- Ability to work independently within a team-based environment
- Ability to learn/operate basic use of hand power tools
- Organizational skills necessary to follow through on requests for information and select appropriate responses
- Ability to accurately read tape measure
- Ability to problem solve and troubleshoot, identifying problems immediately and working collaboratively with team mates to effectively resolve
- Ability to organize and plan – creating and meeting schedules, taking ownership, fully accountable and responsive to others
- Positive/optimistic – Can do, make things happen attitude (genuinely believes the organization can reach forecasted goals)
- 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:** Forklift Certification

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**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.

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While performing the duties of this job, the employee is regularly required to use hands to finger, 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 45 pounds and may occasionally lift and/or move up to 50 pounds. Specific

vision abilities required by this job include close vision, distance vision, color vision, 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.

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

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Employee Signature

Date

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Manager 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.