

Job Title:	Lead Person	Job Category:	
Department/Group:		Department Code:	
Reports to:	Manufacturing Manager	Travel Required:	NO
Level/Salary Range:	Labor grade 3	Position Type:	Full-time

Job Summary

Oversees all areas of production to assure products are made to specification and on schedule. Directs the assigned work to production operators.

Duties/Responsibilities

DUTIES

- Oversees the work of personnel in all departments
- Trains personnel in operations and safety
- Coordinates production scheduling with the Manufacturing Manager and shift leads
- Responsible for accurate time reporting
- Responsible for keeping work areas and machinery clean and in good order
- Recommends discipline to the Human Resources Manager related to production workers' performance
- Coordinates, oversees, and schedules set up of machines for production runs
- Monitors progress and tasks of production workers
- Works in conjunction with other departments in the development of prototypes and samples
- Works with purchasing to ensure production is equipped with necessary materials, tools, and supplies
- Works with Engineering/Quality to implement corrective actions when necessary
- Coordinates changeover and evaluates the condition and repair of tooling/dies
- Perform daily minor maintenance functions and reports more serious items to supervisor
- Initiates or suggests plans to motivate workers to achieve work goals

Back Up Duties

-

Requirements

Skills

- To perform this job successfully, an individual 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.

Mathematical Skills:

- Ability to add, subtract, multiply, and divide all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio, and percentages.

Reasoning Ability:

- Ability to apply commonsense understanding to carry out instruction furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Certificates, Licenses, Registrations:

- CSI forklift operator certification

Other Skills and Abilities:

- Ability to keep focused on the job and attention to details
- Must be organized
- Ability to organize and direct the work of others
- Have interpersonal skills to communicate and interact with all levels and departments of the organization
- Ability to apply basic principles and techniques of production workers
- Basic understanding of mechanisms
- Knowledge of measurement techniques
- Understand the principles related to Quality Assurance and the ISO Standards
- Knowledge of OSHA regulations
- Knowledge and understanding of tooling and machinery used in production
- Knowledge of basic first aid procedures

Education:

- High school diploma plus 5 years in metal stamping related production
- Demonstrate leadership ability

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 functions.

While performing the duties of this job, the employee is regularly required to stand, reach with hands/arms, and talk/hear. The employee frequently is required to use hands to finger, handle or feel objects, tools, or controls. The employee is occasionally required to walk and sit.

The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and depth perception.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date:	