

Job Title:	Team Leader		
------------	-------------	--	--

Position Overview:

Supervise factory employees in a manufacturing and assembly environment. Work with Cell Coordinator to plan and assign work, ensure policies and procedures are being followed and recommend improvements in production methods, equipment, operating procedures and working conditions.

- Essential Duties and Responsibilities:**
- Managing throughput and continuous quality improvements within general guidelines of
 - Lean manufacturing
 - Performing duties and sharing goals as part of a Participative Work Team
 - Regularly communicating with department manager, team members and support personnel, all issues impacting product, production, quality and safety across shifts and departments
 - Providing input to department manager related to budgeting of tooling, materials, etc
 - Scheduling day-to-day production and staffing (vacations/absences) of work team
 - Using problem solving techniques to analyze, find root cause and permanently correct problems related to all aspects of cell operation
 - Providing direct input to department manager regarding the evaluation of team members' performance and taking appropriate disciplinary action as necessary
 - Must be capable of filling in for assigned team members to maintain production as required
 - Performing production work; performing set-ups, adjustments and tool changes following all prescribed methods and procedures
 - Assisting Cell Coordinator with leading personnel in day-to-day requirements; conduct team meetings, provide regular performance feedback and track performance of team members
 - Assisting with the planning over a 30-day time span and preparing action plans to achieve results
 - Assisting Cell Coordinator with the supervision of personnel, including hiring and retention, performance management and discipline
- NOTE:** This list presents only the principal duties of the position and is not intended to be comprehensive. Other duties and responsibilities may be assigned as dictated by the business needs and conditions.

- Education and Experience:**
- High School/GED – Associate's Degree preferred,
 - Prior experience working in a manufacturing environment
 - Minimum requirement 3-5 years in the following (pending assigned position)
 - CNC milling/turning center/gun drill experience
 - Heat Treat Operator.
 - Shooting experience
 - Assembly
 - Cutting Tool
 - Forge

Competencies and Skills:	Physical Demands:
--------------------------	-------------------

<ul style="list-style-type: none"> • General knowledge and experience with the operations of various traditional and CNC equipment, and processes in Assembly and Specialty Services is preferred • Must have working command of the English language • Must have working command of the English language • Must be able to communicate in English verbally and in writing (verbal instructions, written memos and instructions) • Basic computer skills required 	<ul style="list-style-type: none"> • Must be able to stand, sit, stoop, squat and walk • Must be able to lift up to 30 pounds <p>NOTE: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p>
--	---

Work Environment and Personal Protective Equipment:

Employees may be exposed to manufacturing noise, airborne liquid chemicals, fine particulate dust, ambient temperatures, and industrial lighting. Work environment is similar to most manufacturing operations. May be exposed to excessive noise, temperatures, hazards associated with working around moving machinery, work in confined quarters, exposure to vibrations and shop lighting, continuous exposure to hot temperatures, may be humid, odors, dust, continuous exposure to mechanical hazards, and occasional exposure to chemical hazards.

The following Personal Protective Equipment is required:

- Safety glasses with side shields and hearing protection required when on manufacturing floor

The use of additional personal protective equipment (PPE) may be required when a job task(s) is being completed in or around your assigned department or in another department, this includes safety eyewear, hearing protection, and safety footwear