



Job Title: Production Team Lead
Department: Operations
Reports To: Operations Manager/Injection Molding Manager/Production Supervisor
Direct Reports: Yes
FLSA Status: Non-exempt

Job Summary

The Production Team Lead coordinates activities and schedules production operators to meet production needs. The team lead assists in the direct supervision of 10 to 30 employees in the Operations Department. They carry out lead responsibilities in accordance with the organization's policies and applicable laws.

Job Duties

- Possess complete knowledge of cell setup and operation for area of responsibility.
- Assigns production operators to meet production schedules.
- Responsible for training production operators to ensure product conforms to all requirements.
- Trains and supports production operators to meet rate (takt).
- Trains production operators to standardized work.
- Hourly count board standard management.
- Contacts maintenance for equipment/tool problems and escalates as appropriate to Operations Manager.
- Contacts supply chain and warehouse for material shortages and escalates as appropriate to Operations Manager.
- Communication from shift to shift (minimum of ½ hour before and ½ after shift tie in).
- Conducts standardized work audits (job elements, job sequence, WIP, at rate (takt)).
- Conducts workplace organization 5S audits.
- Provides input to performance reviews.
- Release and close travelers (including material reconciliation).
- Responsible for label control.
- Review all current production paperwork once each shift to assure good documentation compliance.
- Other duties as assigned.

Impact

- Monitors daily manufacturing processes for assigned room to ensure production of received orders.
- Communicates with Production Supervisor/Operations Manager or equivalent to make necessary changes for production of product.

Safety Responsibilities

Team Leaders are responsible for making sure that all employees comply with safety rules and regulations. Team leaders have the authority to take corrective action as appropriate.

The team leader's responsibilities include, but are not limited to:

1. Promoting and maintaining enthusiasm with respect to safety.
2. Carrying out safety policy and procedures as directed by the department manager.
3. Starting accident investigations when an employee is injured or reports a near miss, notifying the department supervisor of the investigation.
4. Assuring that employees are provided with and wear proper protective equipment.
5. Participating in safety meetings and providing ideas to improve the safety function.

Independent Judgment

- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
- Ability to deal with problems involving a few concrete variables in standardized situations.

Analysis/Problem Solving

- Ability to use common sense and knowledge of industry to handle daily questions/issues from production workers, managers, etc.

Communication

- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to write short correspondence.
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Skills/Technical Skills

- Basic computer skills associated with traditional PC based software such as Microsoft Office required.
- Ability to work any shift including 2nd and 3rd shifts.
- Must have proven leadership abilities.

Knowledge

- Working knowledge of inventory systems, standard operating procedures, and ISO standards.

Physical Requirements

- While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee must occasionally lift and/or move up to 35 pounds. In the event the employee must move over 35 pounds, a team lift or mechanical device must be used. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Education

- High school diploma or general education degree (GED).

Experience

- 5+ years related experience and/or training; or equivalent combination of education and experience.