



Area Team Lead – Assembly

Reports to: Production Supervisor
Department: Final Assembly
FLSA Status: Regular, Non-Exempt
Shift: 1 (Days)

Opening Date: February 16, 2017
Closing Date: Open Until Filled

JOB SUMMARY:

Ensures employees within the workcenter/department engage in standard work and assures even production flow. Maintains a required production rate and ensures compliance with inspection and quality expectations. Assists with interviews and selections of employees. Provides training and assesses skill competencies to perform standard work. Gives supervisors performance feedback for assigned workers as required.

ESSENTIAL FUNCTIONS:

1. Must be knowledgeable or willing to learn all the equipment and processes of the area.
2. Ensures products meet quality standards by conducting product inspections and parts are properly routed and delivered to customers.
3. Enforces company practices, policies and procedures. Report violations to supervisor for appropriate action and documentation. Provide additional training when necessary/appropriate
4. Insures that employees new to the work area receive necessary guidance, training, cross-training, and performance feedback. Provides supervisor with employee job performance information as required.
5. Delegates specific tasks to people in the area and advises supervisor of assistance needed for tasks to be accomplished.
6. Troubleshoots and performs minor repairs; advises supervisor of any necessary laser and turret press maintenance support.
7. Reports disruptions caused by the failure of tools, machinery or materials to the supervisor.
8. Reports disruptions through WRO system caused by the failure of people, tools, machinery or materials to the supervisor.
9. Ensures operator level maintenance is performed on all machines and tools in the area and is responsible for maintenance records.
10. Maintains order and housekeeping in area; insures the proper care, use, condition and security of tools used in the area.
11. Will help the supervisor with data and information to conduct reviews, may participate in the interview process.
12. Implement and sustain process improvements.
13. Other duties as assigned

JOB QUALIFICATIONS:

- High school diploma or equivalent, required
- Minimum of two years experience in a leadership position, preferred



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- Able to communicate and manage work priorities and proper work practices effectively
 - Ability to interpret blueprints

DESIRED QUALIFICATIONS:

1. Good attendance record
2. Ability to interact and communicate effectively with peers, supervisors and upper management.
3. Ability to manage multiple priorities.
4. Working knowledge of various MS Office Programs (i.e., Outlook, Excel, Word, Powerpoint)

TO APPLY:

For Internal Candidates: If interested, please submit your Statement of Interest and Resume to Human Resources. Incomplete submission packets will not be considered.