



**BUILDING VALUE SINCE 1906**

**Position:** Manufacturing Lead (Partitions)

**Location:** North Hollywood, California

**Summary:**

The Manufacturing Lead will be responsible for assisting the supervisor in planning and delegation of work assignments, orientation of new employees and set-ups of tools, equipment, methods and procedures. It is critical that the lead be a good communicator and creates an environment of team work. The ideal candidate will be able to assist in training department employees in their job functions.

**Essential Duties and Responsibilities:**

- Responsible for conducting department safety inspection on a daily basis.
- Assist the supervisor with department meetings when appropriate
- Ensuring compliance with job safety codes and job safety analysis
- Effectively communicate with cross functional departments in a timely manner in person or by email. • Studies production schedules identify the bottle neck areas and schedule the various work centers for completion of job assignment daily
- Interprets blueprints and job orders and assign workers to duties under the direction of the supervisor daily • Establishes or adjusts work procedures to meet production schedules as required
- Orientates and trains new employees in proper methods and procedures, either personally or by assigning an appropriate operator to train when required
- Assists in setting up machines and equipment when appropriate
- Monitor and verify that quality and production meets Bobrick standards (Four Levels of Quality), and ensure that employees are documenting accurate info, using the prescribed forms
- Maintain, monitor, and communicate production records, quality sheets, and time card entries by using company computer system weekly.
- Monitors and audits the manufacturing process of Single Piece Flow and ensures employees are following rules of engagement, reports deviations and issues with manufacturing processes to the Supervisor/management as needed.

- Communicates company policies and safety regulations to workers and ensures worker compliance when appropriate.
- Participates in planning and implementing safe and efficient fabricating methods for new product or quotes.

**Education and/or Experience:**

- Associates degree (A.A.) or equivalent from two-year College or technical school; or one to 2 years related experience and/or training; or equivalent combination of education and experience. Self-Balancing Flow manufacturing knowledge/experience is preferred.
- Must be knowledgeable in administrative procedures; manufacturing and/or engineering documentation; work schedules, set-ups, methods and procedures; equipment operation, and safety procedures.
- Experience in AutoCAD, and Microsoft Office Program is preferred.
- Must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds
- Strong communication skills