



**BUILDING VALUE SINCE 1906**

**Summary:**

Lead personnel are responsible for assisting; instructing and training department employees in their job functions. Lead will be responsible for learning all training modules and assuring modules are kept up to date. Under limited supervision, assist 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.

**Essential Duties and Responsibilities:**

- Maintains a safe work environment by:
  - Conducting department safety inspections daily
  - Enforcing use of personal protective equipment; and daily pre-use checklist for equipment are completed at start of shift
  - Conducting 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.
- Report any unsafe condition/hazard to department Supervisor immediately
- 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
- Maintains equipment, tooling and inventory supplies in good functional order. Prepare the necessary reports and provide update to Supervisor

- Communicates company policies and safety regulations to workers and ensures worker compliance when appropriate
- Analyzes and resolves work problems, or assists workers in solving work problems when appropriate
- Participates in planning and implementing safe and efficient fabricating methods for new product or quotes
- Performs most activities of department workers and is capable of driving a forklift

**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, safety and housekeeping requirements; and any other associated material, administrative, operational or employee relations matters that may affect their work area or assignments.
- Must possess necessary written, verbal, interpersonal skills, and other technical skills to properly direct, assist, and train lower classification personnel.
- Experience in AutoCAD, and Microsoft Office Program
- Must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds