



JOB DESCRIPTION

Job Title: Production Lead

Department: Operations

Reports to: Operation Manager

Positions Supervised: Operator first shift, second shift supervisor and second shift operator

Status: Full-time

Fair Labor Standards Act (FLSA) Classification: Hourly

Position Summary:

The Production Lead is responsible for managing the workflow by assigning responsibilities and preparing schedules across all production shifts. Guide and coach employees, monitoring their productivity. Oversee safe use of equipment. Perform verification of production output according to the plan.

Essential/Primary Duties & Responsibilities:

- Following all safety requirements, safety policy and company policy, report any observed violation to the superior or hazardous situation to the Safety Committee
- Fostering and encouraging safe practices on the shop floor
- Active participation and report work related safety concerns to the safety committee
- Maintaining morale and general attitude of the shift, developing and maintaining a team atmosphere
- Coordinate and supervise the daily production activities of assigned staff
- Coordinate and manage the production team to ensure that production goals and objectives are met in a timely and efficient manner
- Monitor production performance, identify areas of improvement, and take corrective action as needed
- Verify production count accuracy
- Ensure that production processes are following the established work instructions, safety and quality standards
- Maintain a safe, clean, and organized work environment
- Train and mentor production staff in the use of equipment and processes
- Monitor and document employee attendance and performance
- Ensure production schedules and workflows are followed for On Time Delivery
- Enforce company policies and procedures in a consistent and fair manner
- Troubleshoot production issues and resolve them in a timely manner
- Dealing with personnel issues on the shift as needed
- Enforcing policies and procedures
- Perform evaluations on personnel

Knowledge, Skills and Abilities:



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- Thoughtful, fair, and even-handed temperament
- Excellent problem-solving skills and strong work ethic
- Team oriented
- Great communication abilities
- Ability to follow-through on daily/weekly tasks and assignments without supervision
- Ability to handle difficult personalities
- Ability to work with little supervision

Education and Experience Requirements:

- High School or equivalent
- At least 3-5 years of supervisory experience with a proven track record of motivating a team.
- Ability to work with Microsoft Office Suite (Excel, Word, Outlook)
- Must be familiar with ERP type systems in terms of entering data and running reports to measure shift metrics

Physical Demands:

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| <ul style="list-style-type: none"> • NA (Not Applicable) • Seldom (1-10% of the time) • Occasional (10-30% of the time) | <ul style="list-style-type: none"> • Frequent (30-70% of the time) • Constant (over 70% of the time) |
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Activity	Frequency	Activity	Frequency
Sitting	Seldom	Climbing ladders	Occasional
Standing	Constant	Working at heights/balancing	Seldom
Walking	Constant	Bending/twisting at waist	Occasional
Driving/Forklift	Seldom	Kneeling/Squatting/Crouching	Occasional
Lifting <25#	Frequent	Crawling	Seldom
Lifting 25-50#	Frequent	Reaching above shoulder	Occasional
Lifting >50#	Occasional	Repetitive hand/arm movement	Occasional
Carrying <25#	Frequent	Handling/Grasping	Frequent
Carrying 25-50#	Frequent	Fine finger manipulation	Occasional
Carrying >50#	Occasional	Seeing	Constant
Pushing/Pulling	Occasional	Hearing	Constant
Climbing stairs	Occasional	Talking	Constant

The above statements are intended to describe the general nature and level of work performed. This job description does not represent an exhaustive list of all responsibilities, duties, and skills assigned to this position. This position description is not intended as and does not create a contract of employment between the company and any individual employee. The company reserves the right to change this position description at any time within its sole discretion.



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ACKNOWLEDGEMENT

I have received, reviewed, and fully understand this job description. I further understand that I am responsible for the satisfactory execution of the duties and responsibilities herein, under any and all conditions as described.

Employee's Name _____

Date _____

Employee's Signature _____

This Job description is effective November 28th, 2022