

JOB DESCRIPTION
Group Leader - Manufacturing

Department: Production
FLSA Status: Exempt

Job Status: Full-Time
Reports to: Assistant Manager/Manager

Date: November 30, 2008

POSITION SUMMARY

This position will be responsible for standard operating/production procedures, safety, quality control, cost, delivery and continuous improvement initiatives of the designated area. Position of supervision/management that will provide support and leadership within the Manufacturing Department. Will also provide support and assistance to other departments as necessary.

ESSENTIAL DUTIES and RESPONSIBILITIES

- Will supervise manufacturing Team Leaders and will be responsible for the overall operations for assigned area.
- Support an annual operating plan for department to support company operation planning cycle, including capital and expense budget requirements and be accountable to operating plan and financial commitments.
- Lead improvements activities for quality, delivery, cost and safety objectives and will support continuous improvement through Kaizen.
- Participate in a teamwork atmosphere and contribute to various continuous improvement projects and Jishuken and Kaizen activities such as defect rate(s) investigation, standardized work improvements, cost-downs or other improvement activities, etc.
- Responsible for manpower planning and scheduling and must contain overtime activities.
- Responsible for identifying needs and training and development for department team members.
- Coordinate activities associated with new product planning and launch.
- Support company policies and procedures and administer fairly and consistently.
- Must ensure compliance with Toyota Production System procedures and instruct Team Members in proper procedures.
- Responsible for ensuring standardized work procedures are properly followed.
- Responsible for maintaining production efficiencies and team measureables through lean manufacturing principles, human resources planning, and flexibility.
- May assist or perform machine troubleshooting and repairs, set-ups, tool changes, preventative maintenance and routine machine checks.
- Facilitate good communications with team leaders and team members for establishing expectations and problem resolutions.
- Must be able to successfully lead and function within a team environment and be able to adapt to change.
- Will plan and facilitate new and existing associate training.
- Must be able to assure quality of product including confirmation of shipment via dock audit, product sorting as necessary, etc.
- Responsible for 5s activities.
- Will coordinate activities with other Group Leaders and other shifts.
- Able to perform multiple tasks and prioritize duties as required.
- Perform machine troubleshooting and repairs as necessary.
- Must possess a strong mechanical aptitude and ability to apply mechanical principles in various troubleshooting and repair activities.
- Ensure PM schedule is followed properly and train when necessary.
- Must be receptive to training and performing functions in multiple areas.
- Assist in the development and skill level of all associates, specifically direct reports.
- Responsible for line productivity, safety, quality and other performance indicators in coordination with the area Team Leader.
- Maintain safety and address concerns immediately.
- Must ensure that all safety procedures and practices are implemented and followed.
- Responsible for proper waste disposal and any and all other activities associated with the

Environmental Management System.

- Responsible for covering Team Leader absences as necessary.
- Must complete all necessary production reporting and required paperwork.
- Must have ability and willingness to fill in on line if necessary.
- Able to operate various manufacturing equipment (CNC machining equipment, manual presses, assembly equipment, etc.) in a mass/high volume production environment.
- Support defect reduction activities.
- Support kaizen activities.
- Recognize and define problems, collect data, and develop conclusions.
- Communicate effectively with others using both oral and written communication skills.
- Assist in the development of policies and procedures.
- Other duties as required.

POSITION QUALIFICATIONS

- Must have supervisory knowledge in a manufacturing environment, preferably automotive industry.
- Must display leadership ability, able to influence others to perform their jobs effectively and to be responsible for making decisions.
- Ability to inspire oneself and others to reach a goal and/or perform to the best of their ability.
- Ability to comprehend complex technical topics and specialized information.
- Must have general understanding of highly sophisticated equipment and software.
- Must have general understanding of mechanical blueprints is preferred.
- Must be able to manipulate and analyze various forms of mathematical information and data.
- Must have understanding of quality assurance system.
- Must have general understanding of cutting tools and materials.
- Must have general understanding of production control in mass-production manufacturing.
- Ability to use thinking and reasoning skills to solve a problem.
- Ability to calculate figures and amounts using whole numbers and decimals.
- Must be able to use mathematic principles in solving business equations.
- Ability to read and follow work instructions, procedures and policies.
- Must possess the ability to problem solve and troubleshoot and or use proven troubleshooting methods.
- Ability to use thinking and reasoning to solve a problem. Must have solid problem solving skills using a variety of statistical and root cause tools.
- Experience with lean production concepts and tools.
- Positive attitude to support company policies and must be able to create and maintain a high-morale environment.
- Must be able to adapt to change in the workplace and demonstrate flexibility with new ideas and different environments.
- Ability to work overtime and weekends when necessary.
- Ability to deal with stress and emergency situations
- Must be able to train others.
- Must be able to work any shift and overtime as needed.
- Ability to perform work accurately and thoroughly.
- Ability to work independently with minimal supervision.
- Ability to work at a sustained pace and produce quality work.
- Ability to be truthful and be seen as credible in the workplace.
- Ability to make decisions or take actions to solve a problem or reach a goal.
- Must be organized or follow a systematic method of performing a task.
- Ability to effectively present information publicly.
- Ability to find a solution for or to deal pro-actively with work-related problems.
- Ability to complete assigned tasks under stressful situations.

EDUCATION

High School Diploma or GED required. Associates Degree and/or five (5) or more years of experience in a high-volume manufacturing environment, preferably the automotive industry.

EXPERIENCE

Must have prior experience in high volume manufacturing, preferably in the automotive industry. Three (3) plus years in supervision strongly preferred. Must demonstrate the ability to operate all manufacturing equipment and processes in the designated area or be able to in a reasonable period of time. Must possess a strong mechanical aptitude and ability to apply mechanical principles in various troubleshooting and repair activities. Prior machine troubleshooting and repair is a must.

SUPERVISORY RESPONSIBILITIES

This job will focus upon the direction of work activities and will be responsible for direct management/ supervisory duties affecting hourly associates.

COMPUTER SKILLS

Ability to operate computerized equipment is required. In addition, must have working knowledge of PC applications. Will be required to attend training as necessary.

CERTIFICATES & LICENSES

Certificates or diplomas from an accredited college or skill center in machining or machine tool manufacturing highly desired.

OTHER REQUIREMENTS

Solid work history and willingness to successfully function in a team environment.

WORK ENVIRONMENT

This position is required to work in manufacturing environment facility. While performing the duties of this job, the employee is frequently exposed to work near moving mechanical parts; toxic or caustic chemicals and risk of electrical shock. The employee is occasionally exposed to fumes or airborne particles; extreme heat (non-weather) and vibration. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS – See Physical Demands Description

OTICS USA, Inc. has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.