

**JOB DESCRIPTION**  
**Team Leader - Manufacturing**

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**Department:** Production  
**FLSA Status:** Non-Exempt

**Job Status:** Full-Time  
**Reports to:** Group Leader

**Date:** August 15, 2018

**ROLE SUMMARY:**

This role of this position will be to maintain standard operating/production procedures, safety, quality control, cost, delivery and continuous improvement initiatives of the designated area. This position will be responsible for the supervision and training of Team Members assigned to the designated area. The Team Leader will implement the Group Leaders planned strategies to meet targets.

**ESSENTIAL DUTIES and RESPONSIBILITIES:**

- Will be responsible for planning, monitoring and supervising all activities associated with Team Members of the assigned area.
- Will coordinate all work activities of other hourly associates as necessary.
- Responsible for line productivity, safety, quality and other performance indicators in coordination with the area Group Leader.
- Must ensure that all safety procedures and practices are implemented and followed and address . safety concerns immediately.
- Must be able to successfully lead and function within a team environment and be able to adapt to change.
- Must set an example for associates as far as attendance and professionalism.
- Will communicate at all times to all Team Members in a respectful manner.
- Maintain and apply company policies and procedures and assure adherence.
- Must ensure compliance with Toyota Production System procedures and instruct Team Members in proper procedures.
- Responsible for ensuring standardized work procedures are in place and properly followed.
- Responsible for maintaining production efficiencies and team measureables through lean manufacturing principles, human resources planning, and flexibility.
- Must possess a strong mechanical aptitude requiring the ability to perform or assist in machine troubleshooting and repairs, set-ups, tool changes, preventative maintenance and routine machine checks.
- and ability to apply mechanical principles in various troubleshooting and repair activities.
- Participate in a teamwork atmosphere and contribute to various continuous improvement projects and Kaizen activities such as defect rate(s) investigation, defect reduction, standardized work improvements, cost-downs, or other improvement activities, etc.
- Will plan and facilitate new and existing associate training and promote skill level development and improvement.
- Will promote and maintain a clean, organized and safe work environment through 5s activities and be responsible for proper waste disposal and all other activities associated with the Environmental Management System.
- Ensure PM schedule is followed properly and train when necessary.
- Must be receptive to training and performing functions in multiple areas.
- Responsible for proper waste disposal and any and
- Must complete all necessary production reporting and required paperwork, including but not limited to:
  - Log tool changes in tool change log book.
  - Check communication book to clearly understand any issues from previous shift(s).
  - Confirm attendance in order to assess manpower situation. Make necessary manpower adjustments.
  - Report departmental issues in morning manufacturing meeting-Assign specific day to Assistant Team Leaders and make changes if necessary
  - Confirm quality per X-R, daily check audits.

- Able to perform visual quality checks using a variety of gauges (micrometers, calipers, metric rulers, etc.) and check fixtures and be able to properly document information. Keen vision and mental alertness is required.
- Perform daily tape pull test.
- Evaluate, remove and record scrap.
- Investigate process defects, origin and cause.
- Calculate efficiencies and record on white boards – must be done prior to end of shift.
- Record leak information.
- Record seconds per piece information daily, making sure ALL numbers are entered – even if they are zero (0).
- Record information and issues from morning meeting board before leaving for the day.
- 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.
- Recognize and define problems, collect data, and develop conclusions.
- Communicate effectively with others using both oral and written communication skills.
- Other duties as required.

**POSITION QUALIFICATIONS:**

- Must have supervisory knowledge in a manufacturing environment. Leadership - Ability to influence others to perform their jobs effectively and to be responsible for making decisions.
- Must possess the ability to train team members and others to develop and improve skill levels.
- Ability to organize and direct oneself and effectively supervise others.
- Ability to be held accountable or answerable for one's conduct.
- Ability to inspire oneself and others to reach a goal and/or perform to the best of their ability.
- Must have positive attitude to support company policies and must be able to create and maintain a high-morale environment.
- Ability to find a solution for or to deal proactively with work-related problems.
- Ability to comprehend complex technical topics and specialized information.
- Must have general understanding of highly sophisticated equipment and software.
- General understanding of mechanical blueprints is preferred.
- Must have understanding of quality assurance system.
- Must have general understanding of cutting tools and materials and apply concepts of basic machining.
- Ability to use thinking and reasoning to solve a problem and have solid problem solving skills using a variety of statistical and root cause tools.
- Must possess the ability to troubleshoot and or use proven troubleshooting methods.
- Ability to make decisions or take actions to solve a problem or reach a goal.
- Must be able to use mathematic principles in solving business equations and calculate figures and amounts using whole numbers and decimals.
- Ability to read and follow work instructions, procedures and policies.
- Must possess the ability to perform at required production standards, work at a sustained pace and produce quality work.
- Must be able to work any shift and overtime including weekends as needed or as required..
- Flexibility with new ideas and different environments and adapt to change in the workplace.
- Ability to accept responsibility and account for his/her actions.
- Ability to perform work accurately and thoroughly.
- Ability to work independently with minimal supervision.
- Ability to be truthful and be seen as credible in the workplace.
- Must be organized or follow a systematic method of performing a task.
- Ability to effectively present information publicly.
- Ability to complete assigned tasks under stressful situations.

**EDUCATION**

High School Graduate or General Education Degree (GED) required.

**EXPERIENCE**

Must have prior experience in high volume manufacturing, preferably in the automotive industry. 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.