

## **JOB DESCRIPTION: *Skilled Team Member***

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

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

**Date:** 2/1/2019

### **ROLE SUMMARY**

This position will fill in for the Team Member as necessary to support daily line operations, provide line side technical support for the manufacturing Team Member, off line duties and continuous kaizen activities to maintain smooth effective and efficient line conditions for all areas of production as defined by Otics USA for the designated area. Any duties outside this summary must be directed by the department Group Leader.

### **ESSENTIAL DUTIES and RESPONSIBILITIES**

- Must set an example for Team Members with good attendance and professionalism.
- Must have ability and willingness to fill in for Team Member on the line when necessary.
- Able to operate various manufacturing equipment (CNC machining equipment, manual presses, assembly equipment, etc.) in a mass/high volume production environment.
- Able to perform multiple tasks as necessary.
- Communicate effectively with others using both oral and written communication skills.
- Support defect reduction activities.
- Check communication book to clearly understand any issues from previous shift(s).
- Investigate process defects, origin and cause.
- 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.
- Evaluate, remove and record scrap.
- Support kaizen activities such as process defect, short stop, downtime reduction, etc..
- Recognize and define problems, collect data, and report to T/L.
- Requires the ability to 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.
- May assist or perform machine set-ups and tool changes as necessary.
- May assist or perform preventative maintenance and routine machine checks.
- Record tool changes in tool change log book.
- Ensure PM schedule is followed properly.
- Record leak information.
- Maintain safety and address concerns immediately.
- Will promote and maintain a clean and organized work environment through 5S activities.
- Secondary duties as required by situational circumstances.
- Must be receptive to training and performing functions in multiple areas.

- Will make sure supplies are available and accessible.
- Must be able to successfully lead by example and function within a team environment and be able to adapt to change.
- Assist members of the assigned department in proper waste disposal and any and all other activities associated with the Environmental Management System.

## **SECONDARY DUTIES and RESPONSIBILITIES**

- Report departmental issues in morning manufacturing meeting in the event the TL is not present otherwise the TL will always be responsible for conducting morning departmental meeting.
- In the event the TL is absent the GL may request the STM activities such as monitoring line productivity, safety, quality and other performance indicators.
- In the event the TL is absent the STM will coordinate with the GL, work activities of other hourly associates as necessary.
- NOTE: STM is not to perform any duties such as TM work assignments, holding morning meeting, supervision, etc. which are tasks that are to be performed by TL's unless assigned by GL.

## **POSITION QUALIFICATIONS**

- Ability to calculate figures and amounts using whole numbers and decimals.
- Ability to apply concepts of basic machining.
- Ability to read and follow work instructions, procedures and policies.
- Must possess the ability to perform at required production standards.
- Must be able to work any shift and overtime as needed or as required.
- Ability to recognize and define problems, collect data, and report findings to TL.
- Must possess the ability to problem solve and troubleshoot and or use proven troubleshooting methods.
- Ability to use thinking and reasoning skills to solve a problem.
- Ability to accept responsibility and account for his/her actions.
- Ability to perform work accurately and thoroughly.
- Ability to adapt to change in the workplace.
- 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.
- Ability to inspire oneself and others to reach a goal and/or perform to the best of their ability.
- 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 proactively with work-related problems.
- Ability to be held accountable or answerable for one's conduct.
- Ability to comprehend complex technical topics and specialized information.
- Ability to complete assigned tasks under stressful situations.

## **EDUCATION**

High School Graduate or General Education Degree (GED).

## **EXPERIENCE**

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

### **COMPUTER SKILLS**

Ability to operate computerized equipment is required. In addition, must have working knowledge of PC applications.

### **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.

### **SUPERVISORY RESPONSIBILITIES**

This position has no supervisory responsibilities. This job will focus upon the direction of work activities but will not be responsible for direct management/supervisory duties which are personnel related.

### **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.