

Job Title: Team Lead
Department: 3110
Reports To: Production Supervisor

Shift: 2
Location: Owatonna
FLSA Status:

Position Purpose

- Assign and coordinate work schedules of department employees to ensure daily schedule of quality parts to be shipped is complete. Will be responsible for full and productive use of available working hours and machine time within the department. Guide, motivate and evaluate employee performance.

Essential Duties & Responsibilities

- Carry out routine departmental operations by meeting regularly with the Supervisor. Keep supervisor informed of critical departmental issues.
- Lead daily team start up meeting and stretching. Be present during morning GEMBA walks
- Develop daily employee work schedules by setting job priorities based on dispatch list, determine when and if parts should be run, schedule appropriate person to the task and monitor progress.
- Ensure timely completion of dispatch list by advising supervisor of project status and recommending additional staffing.
- Act as a resource, resolve problems and answer questions from department employees concerning job related daily activities. Direct more challenging issues to department Supervisor.
- Provide coaching, leadership and direction for the department.
- Ensure quality of product by visually checking parts before they are packed in boxes, taking necessary action to correct quality problems.
- Review and monitor accuracy of information to ensure paperwork is properly completed and maintained.
- Assist supervisor with weekly and yearly quality audits.
- Maintain the highest level of safety and housekeeping throughout the area of responsibility so the health and welfare of personnel is protected.
- Hourly monitor progress of work by using hour by hour data, scheduling boards and by ensuring standard work is being followed.
- May fill in on a machine when necessary to allow short unplanned breaks.
- Initiate and assist in continuous improvement activities.
- Coordinate training for new employees.
- Perform other job related duties as assigned.

Knowledge / Skills / Abilities

- Must have knowledge of Lean Manufacturing.
- Strong leadership, communication, problem solving and analytical skills.
- Excellent written and verbal communication skills.
- Ability to organize and plan use of time and people effectively and efficiently.
- Competent computer skills, including Microsoft Office Suite and an ERP system.

Qualifications / Prior Experience

- High School degree or equivalent

- Minimum of 2 years of manufacturing experience and responsibilities
- Knowledge utilizing Lean Manufacturing and ERP systems is preferred
- Bilingual skills preferred

Work Environment / Other Requirements

- Must be able to use normal office equipment (scanner, printer, copier, and computer).
- The work performed is conducted in a climate-controlled facility with moderate noise levels that are within OSHA limits.
- A variety of standing, walking, bending, pushing, pulling and stooping. Considerable moderate to heavy lifting of materials.