



## Production Team Leader job description

**Days/Hours:** Monday-Friday 7:00am-3:45pm

**Department:** Production

**Reports To:** Production Manager

### General Summary

This position is responsible for the quality and productivity of all production employees staffed on designated lines, as well as departmental safety. Additionally, the Team Leader position is accountable for ensuring that production scheduled for completion is executed in a timely manner and within all quality procedures and for participation in performance management processes.

### Primary Responsibilities

- Ensure the safety and productivity of all employees assigned to designated tasks
- Enforce all safety and quality processing procedures
- Manufacture products as necessary
- Enable effective communications between management and operators
- Evaluate new employees and coach existing employees
- Maintain a clean and safe workplace in accordance with company policies
- Investigate and report all incidents (accidents, poor performance, kit shortages, kitting errors, excessive scrap)
- Suggest and implement cost-saving ideas
- Perform related duties as assigned or as the situation dictates

### Required Competencies, Knowledge, Skills and Abilities

- Thorough understanding of applicable Quality Control processes and procedures
- Intimate operating knowledge of all available processing equipment such as crimp tools, wire cutters, soldering
- Ability to motivate others to meet demands established by the schedule
- In depth understanding of established Team Manufacturing values and customer service policies
- Basic understanding of computers
- Good oral and written communication skills
- Basic math skills

### Education and Experience

- Two years of Electronic Contract Manufacturing experience preferred
- High School Diploma or equivalent required

### Physical Demands and Work Environment

- Must be able to stand for extended periods of time, and safely lift up to 50lbs
- Must show proficiency in the operation of all necessary equipment within the department

#### **Note:**

The statements above are intended to describe the general nature and level of work being performed by people assigned to the job. They are not construed to be an exhaustive list of responsibilities, duties and skills required of personnel in the job. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.