

Job Title: Team Lead
Department: Production
Grade: I
Wage Classification: Hourly
Revised Date: 7-27-21

JOB SUMMARY

The Team Leader is responsible for ensuring the performance metrics and KPI's of their assigned production area are achieved. Facilitate problem-solving activities within assigned production area when abnormalities impact the performance of the area. Helps monitor shift start-up/hand-off activities, associate training, compliance with standardized work. The team leader drives continuous improvement and problem solving within their production team and is the gatekeeper of continuous improvement and kaizen ideas and efforts.

GENERAL EMPLOYMENT REQUIREMENTS

- High school diploma or GED
- A minimum of 2 years' experience in a manufacturing/Lean environment.
- Proficient computer knowledge and ability; Microsoft Excel, Word & Outlook and others as role scope requires.
- Ability to gain knowledge and understanding of RAMI company safety rules and procedures, quality process and procedures.
- Ability to gain knowledge and understanding of RAMI products, processes, and customer requirements.
- Capable of working in a fast-paced manufacturing environment.
- Excellent communication skills and possess a high-level accuracy in all work and error free work.
- Highly dependable, motivated, and self-driven with excellent attendance.
- Ability to follow, understand and strictly abide by the Work Instructions.
- Ability to learn and process transactions in ORACLE/NETSUITE ERP software.

SPECIFIC JOB FUNCTIONS

The following are some of the principal job functions, however, other duties and activities may be required in performance of this job:

- Drive troubleshooting and problem-solving activities within a dedicated production area when target performance is not achieved.
- Proactively facilitate continuous improvement activities.
- Cooperate with cross-functional team members to make improvements as needed.
- Measure, chart and monitor predefined performance metrics.

- Coordinate on-time production start-up and monitor Kanban for respective production area.
- Regularly monitor and audit compliance with standardized work, escalating identified issues and retraining associates on the correct processes.
- Monitor adherence to 5S and drive improvement efforts.
- Develop and share 8D's or A3 problem solving stories within and across facilities.
- Adopt and implement best practices (8D/A3's).
- Perform on-the-job training and cross-training of associates as needed.
- Help teach and develop team members in lean manufacturing principles and capabilities.
- Answer associate questions and foster a positive team-oriented environment.
- Help manage staffing assignments and schedules including job rotation and overtime.
- Escalate labor shortages to Production Supervisor and cover absenteeism by operating equipment, as needed.
- Provide Supervisor with input into the performance of team members as requested.
- Supports team supervisor as needed when they are out of the office.
- Perform and demonstrate production and/or assembly of parts in a safe manner adhering to all Safety policies.
- If trained as a first responder, provide injury related response as necessary.
- Additional functions not specifically outlined in this position description as directed by the Supervisor.

PHYSICAL JOB REQUIREMENTS

- Lifting up to 50# with no restrictions
- Healthy wrist-arm motion – repetitive motion of arms and shoulders
- Ability to read and follow written instructions.

WORK ENVIRONMENT

While performing the duties of this job the employee is frequently required to change from sitting frequently to standing frequently. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

- Reasonable accommodations may be made to enable individuals with disabilities to perform the specific job functions.