

Job Title	Lead Position	Date	10/7/2024
Department	Manufacturing	Manages Employees	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Reports To	Area Supervisor	FLSA Status (to be completed by HR)	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt
Revision	B		

The Department Lead will serve as a resource and will work closely with the Production Supervisor and other team managers to achieve department goals of productivity, quality, delivery, and safety. The Department Lead will help train employees as well as assist in directing the work of the department. The Department Lead plays a key role in driving efficiency, ensuring quality, and fostering a positive work environment.

Job Duties and Responsibilities (Essential Functions)

- Approximately 80% of the workday should be spent on production activities.
- Communicate with Supervisor and other Leads to manage and prioritize job assignments to ensure customer demand and the production schedule are met.
- Assists with employee training in on-the-job safety and procedures of the department.
- Ensure the department team complies with work instructions, standardized work, and procedures. Communicate changes to all team members as they occur.
- Monitor quality workpieces are produced in department. Communicate non-conformance with Production Supervisor or management.
- Ensure compliance with established safety standards. Address safety issues and concerns with Production Supervisor.
- Monitor and report daily defects, scrap, and lost time.
- Ensure Department employees maintain an organized, clean and safe environment.
- Ensure Department employees comply with safety rules including Personal Protective Equipment and OSHA standards.
- Report and address any safety hazards or incidents promptly.
- Identify opportunities for process improvements and cost-saving initiatives
- Other duties as assigned.

Required Skills and Experience (Minimum requirements in terms of educational background, work experience, licenses/certifications or other knowledge, skills, and abilities).

- Minimum 3 years' experience
- Knowledge of Electrical Power Distribution Equipment
- High School Diploma or GED equivalent
- Strong Leadership skills
- Excellent communication and interpersonal skill
- Proven problem solver and detailed oriented.
- Knowledge of general industry OSHA standards.
- Ability to pass background and drug tests prior employment.
- Ability to work independently as well as part of a team.

Additional Skills and Experience (Preferred or helpful)

- ISO 9001 or equivalent quality system experience
- Lean manufacturing knowledge and experience

This description covers the primary purpose and principal duties of the job. It is not designed to be a complete list of all the duties and responsibilities required of this position. Duties, responsibilities, and activities may change at any time with or without notice.

Demands and Conditions Analysis: Lead

Working Conditions

The **essential functions** of this job involve the following working conditions.
(Place an “x” in the appropriate box.)

- C = Continuously** 75%-100% of time
F = Frequently 50%-74% of time
O = Occasionally 10%-49% of time
R = Rarely 1%-9% of time
N = Never 0% of time

	C	F	O	R	N		C	F	O	R	N
Environmental						Physical Factors					
Works alone			X			Sitting				X	
Works with others			X			Standing	X				
Customer contact					X	Walking		X			
Shift Work	X					Bending/stooping		X			
Extended Day			X			Squatting/Kneeling		X			
Keeping work pace/deadlines	X					Crouching/Crawling			X		
Performing repetitive tasks	X					Twisting at waist		X			
Noise (decibels) 91					X	Reaching above shoulders			X		
Vibration			X			Reaching below knees				X	
Abrupt temperature changes					X	Lift/carry up to 40 lbs.		X			
Heat (above 85 F)			X			Push/pull to 100 (force)			X		
Cold (below 65 F)					X	Climbing ladders			X		
Wetness					X	Climbing stairs					X
Dampness					X	Sweeping/mopping				X	
Dryness					X	Operating foot controls					X
Odors & dusts				X		Manual Tasks					
Work with solvents					X	Grasping with one hand	X				
Work acids, bases					X	Grasping with both hands	X				
Work with oils					X	Manipulating with one hand	X				
Work with toxins					X	Manipulating with two hands		X			
Poor ventilation					X	Handwritten communication					X
Fumes					X	Using keyboard					X
Mechanical hazards			X			Using hand tools	X				
Electrical hazards					X	Twisting/wringing			X		
Sensory Tasks						Scrubbing/washing/polishing					X
Seeing close (reading)		X				Scraping					X
Seeing far (observation)			X			Equipment Operation					
Peripheral vision			X			Driving car / light truck					X
Seeing colors			X			Driving heavy truck / van					X
Verbal communication	X					Operating forklifts, stackers					X

Hearing speech		X			Operating hoist equipment			X		
Hearing mechanical sounds			X		Operating shop machinery			X		
Sensing odors				X	Operating power tools	X				
Sensing by touch				X	Operating torch					X