

## **JOB DESCRIPTION**

### **Team Leader – Production Control**

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

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

**Date:** November 30, 2008

#### **POSITION SUMMARY:**

This position will be responsible for standard operating/production control procedures, safety, quality control, cost, delivery and continuous improvement initiatives of the designated area. This position will also be responsible for the supervision of Team Members assigned to the area.

#### **ESSENTIAL DUTIES and RESPONSIBILITIES:**

- Will be responsible for planning, monitoring and supervising all activities associated with Team Members of the assigned area.
- Maintain and apply company policies and procedures and assure adherence.
- Must ensure compliance with Toyota Production System procedures and instruct Team Members in proper procedures.
- Responsible for ensuring standardized work procedures are properly followed.
- Ensure Customer standards are being met and that daily customer shipments are correct and timely.
- Verify in-house inventory levels.
- Responsible for recycling area to ensure 5S, safety, and proper and timely pick-ups.
- Must monitor and maintain all MRO for shipping and receiving.
- Prepare production sheets for daily activities.
- Verify and ensure accurate reporting of hours or work for the purposed of payroll, attendance and PTO accruals.
- Responsible for maintaining production control efficiencies and team measureables through Toyota Production System principles, human resources planning, and flexibility.
- May assist or perform production control activities as necessary.
- Participate in a teamwork atmosphere and contribute to various continuous improvement projects and Kaizen activities such as standardized work improvements, cost-downs or other improvement activities, etc.
- Will plan and facilitate new and existing associate training.
- Will promote and maintain a clean, organized and safe work environment through 5s activities and be responsible for proper waste disposal.
- Must be able to successfully lead and function within a team environment and be able to adapt to change.
- Must be able to work any shift and overtime as needed.
- Able to perform multiple tasks and prioritize duties as required.
- Responsible for all necessary production reporting and required paperwork.
- May assist or perform production control activities as necessary, including but not limited to:
  - Transports raw materials, Work in Progress (WIP), and finished goods from between production control area to manufacturing area.
  - Issues E-kanbans, creates & posts Kanban cards and averages.
  - Receives raw materials and moves raw materials to temporary storage.
  - Maintain and control of packaging materials.
  - Transfers completed parts (in-house logistics) to finished goods areas/dunnage areas.
  - Prepares finished goods and other materials for shipping.
  - Maintain and control of dunnage, including sending and receiving, and washing and storage of returnable dunnage.
  - Must be able to coordinate multiple tasks in a fast-paced environment.
  - Must perform preventative maintenance and routine machine checks.
  - Ability to use thinking and reasoning skills to solve a problem.
  - Recognize and define problems, collect data, and develop conclusions.
- Other duties as required.

**POSITION QUALIFICATIONS:**

- Must have general understanding of industrial equipment and software.
- Must have general understanding of production control in mass-production manufacturing.
- Must have supervisory knowledge in a manufacturing environment.
- Ability to influence others to perform their jobs effectively and to be responsible for making decisions.
- Motivational and supervisory skills in a large group, being able to inspire oneself and others to reach a goal and/or perform to the best of their ability.
- Ability to organize and direct oneself and effectively supervise others.
- Must have understanding of quality assurance system.
- Must have general understanding of cutting tools and materials.
- Ability to use thinking and reasoning to solve a problem. Must have solid problem solving skills using a variety of statistical and root cause tools.
- Experience with lean production concepts and tools.
- Must display a positive attitude to support company policies and must be able to create and maintain a high-morale environment.
- Must have flexibility with new ideas and different environments
- Ability to work overtime and weekends when necessary.
- Ability to train others.
- 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 use thinking and reasoning to solve a problem.
- Ability to work independently with minimal supervision.
- Must have good written and oral communication skills.
- 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 organize and direct oneself and effectively supervise others.
- Must be organized or following a systematic method of performing a task.
- 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.
- Must be able to calculate figures and amounts using whole numbers and decimals.
- Ability to read and follow work instructions, procedures and policies.
- Must possess the ability to perform at required production standards.
- Keen vision and mental alertness is required.
- Must be able to safely operate motorized equipment.
- Must be able to successfully function within a team environment and be able to adapt to change.
- Communicate effectively with others using both oral and written communication skills.

**EDUCATION**

High School Graduate or General Education Degree (GED) required.

**EXPERIENCE**

Experience in high volume manufacturing in the automotive industry preferred.

**COMPUTER SKILLS**

Ability to operate computerized equipment is required.

**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 job will focus upon the direction of work activities and will be responsible for direct management/supervisory duties affecting hourly associates.

**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.