Group Leader

Department: Production
Reports to: Production Manager

JOB DESCRIPTION

Summary/Objective
The Group Leader supervises the Production team on his shift, including the setup functions, to ensure that production, quantity and quality standards are maintained. The Group Leader will ensure that employees are properly trained, receive regular job performance feedback and are safety conscience at all times.

They will also contribute to a work environment where fairness, equality and non-discriminatory practices are the standard.

Essential Functions
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Responsible for rectifying quality problems by discussing situations with other Group Leaders and Quality Auditor to decide on action to be taken.
2. Ensure jobs are running necessary to meet proper cycle time and/or product quality.
3. Verify daily job performance standards are being attained.
4. Monitoring cap rate and machine efficiencies to standard limits; otherwise, advise the Production and Quality Managers immediately and decide on course of action to be taken.
5. Verify job setup sheet for each part to ensure an even production line flow and to verify that parts produced to quality and production standards.
6. Ensure that secondary tooling has been put in the proper storage area.
7. Inspect and take any corrective action necessary to ensure employee safety and product quality.
8. Monitor shift and take whatever corrective action is necessary to maintain quality standards and procedures.
9. Ensure that all aspects of his or her area of responsibility is in full compliance with the quality system in place at the operation at all times.
10. Inform employees of changes to their day-to-day responsibilities and provide regular constructive feedback on their performance.
11. Assist Human Resources in monitoring attendance by reviewing timesheets.
12. Advise Human Resources of all unusual and/or abnormal employee problems or concerns.
13. Ensure there are no quality or production interruptions due to lack of giving or seeking information by fully informing the appropriate personnel of all events affecting plant operations.
14. Ensure that daily reports and paperwork is correct before forwarding to Office.
15. To ensure the cleanliness of the plant is maintained by his team leads and team members.
16. To ensure the training is maintained by his team leaders and operator training books are up to date at all times.
Competencies

1. Problem Solving
2. Project Management
3. Technical Skills
4. Communication Proficiency, written and oral
5. Attendance/Punctuality
6. Dependability
7. Ethical Conduct
8. Dependability
9. Objectivity

Supervisory Responsibility
The Group Leader directly supervises the Team Leaders and the Production members on their corresponding shift. The Group Leader carries out the supervisory responsibilities in accordance with the organization’s policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Work Environment
This job operates in a manufacturing environment.

While performing the duties of this job, the employee is frequently exposed to work near moving mechanical parts. The noise level in the work environment is usually moderate.

Physical Demands
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to grasp small items, handle, or feel; and reach with hands and arms.

Position Type/Expected Hours of Work
This is a full-time position, and hours and days of work are determined by their shift. Working overtime and/or weekends may be required as necessary.
Travel
Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected.

Required Education and Experience

1. 1 – 2 years related experience and/or training; or equivalent combination of education and experience
2. In depth knowledge of TS16949
3. Track record of knowledge in Injection and Blow Molding Processes

Preferred Education and Experience

1. B.S. Degree
2. Leadership Training
3. Training or degreed in Plant Manufacturing Techniques and Procedures

Additional Eligibility Qualifications

1. Adaptability
2. Quality
3. Planning/Organizational Skills
4. Good Safety Record
5. Leadership
6. Teamwork

Work Authorization/Security Clearance

1. Must have valid working documents to work in the United States.

AAP/EEO Statement
To provide equal employment and advancement opportunities to all individuals. Employment decisions at YFS will be based on merit, qualifications and abilities. Employment decisions shall comply with all applicable federal, state and local laws prohibiting discrimination or harassment in the workplace. YFS does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, weight, height, familial status, veteran status, or any other characteristic protected by law.

Other Duties
Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.
Signatures
This job description has been approved by all levels of management:

Manager____________________________________________________

HR_________________________________________________________

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee__________________________________ Date_____________