

2nd/3rd Shift Production Team Leader

Pay: \$51,000.00-\$56,000.00 per year

Job Description:

Additional \$2.00 on the hour OT Bonus for all the hours you've worked, if you work 48 hours or more in a week.

10 days of vacation offered your first year of employment.

10 paid holidays plus your birthday.

We offer a copay based healthcare plan with no deductible.

Position Summary

The purpose of this position is to provide leadership, support and direction of hourly personnel so that quality, cost and production targets are met.

Technical Skill Requirements:

- High School diploma or GED
- Additional training in management or leadership principles preferred
- 2-4 years professional experience working on the production floor in a manufacturing facility, preferably in the automotive components industry
- Previous experience leading and supervising other employees is preferred
- Previous maintenance experience is preferred, with knowledge of equipment repair principles and techniques
- Excellent time management skills, with a sense of urgency
- Excellent problem solving and troubleshooting skills
- Ability to stay calm in a fast-paced, stressful environment
- Knowledge of quality principles and methods
- Excellent communication and interpersonal skills, including conflict resolution and motivational skills

Performance Skill Requirements:

- **Conflict Management:** Able to use a win-win approach to resolve controversy; stays objective and fair when dealing with sensitive situations; maintains constructive working relationships despite disagreements.
- **Prioritizing:** Able to use sound judgment in evaluating the relative urgency of various issues; appropriately classifies in terms of time sensitivity, impact, complexity, importance, etc.
- **Team Work:** Able to share credit with co-workers; displays enthusiasm and promotes a friendly work environment; works closely with other departments; supports group decisions; displays team spirit.
- **Quality:** Able to maintain high standards despite pressing deadlines; establishes high standards and measures; does work right the first time; tests new methods thoroughly; reinforces excellence as a fundamental priority
- **Problem Solving:** Able to apply systems thinking to generate solutions; focuses on process rather than isolated events; obtains multiple assessments of a situation and identifies trouble spots; evaluates alternative solutions.
- **Results Orientation:** Able to manage progress toward operational effectiveness; can implement preventative measures and establish clear accountability for action; confronts problems head on and takes decisive action.

Other Key Competencies:

- **Communication:** Able to clearly present information through the spoken or written word; reads and interprets complex information; talks with customers or clients; listens well
- **Customer Focus:** Able to demonstrate a high level of service delivery; does what is necessary to ensure customer satisfaction; deals with service failures and prioritizes customer needs
- **Flexibility:** Able to remain open-minded and change opinions on the basis of new information; performs a wide variety of tasks and can change focus quickly; adapts to varying needs.

Essential Duties and Responsibilities **Provide leadership and direction.** Establish and communicate production schedules. **Assign work to hourly workers and monitor their work activity.**

- Ensure workers are trained, cross-trained, and work in a safe manner

- Manage employee attendance and other HR/employee relations issues
- Problem solve production issues and determine countermeasures
- Troubleshoot equipment
- Ensure all policies and procedures are followed
- Perform quality audits to assure quality parts are being manufactured
- Manage scrap and seek continuous improvement
- Complete reports and data requirements for tracking performance
- Intershift communication with other team leaders
- Conduct inventory in WIP and finished goods
- Coordinate deliveries and shipments with Shipping
- Perform duties of absent workers, as needed
- Communicate with other departments and management, as necessary

Other Duties and Responsibilities

- Other projects and duties, as assigned

Supervisory Responsibilities

Duties include planning work for subordinates, observing performance, appraising, developing, coaching and holding subordinates accountable for results.

Job Complexity

Work requires substantial judgment and analytic ability requiring somewhat complex calculations, organizing information for reports and solving minor problems.

Supervision Received

Receives moderate supervision; objectives or goals are established in advance, but little in the way of a course of action is generally specified or recommended.

Frequency of Independent Judgment Exercised

Regularly

Position's Type of Job Tasks

Performs moderately complex tasks requiring moderate knowledge of department's work

Environment and Conditions

Contacts

The incumbent spends approximately up to 15% of his/her time developing and maintaining business contacts within the organization and up to 15% of his/her time with external contacts. The purpose of these contacts is to discuss personnel problems, to discuss maintenance problems, make calls to customers, to address quality issues, to transition between shifts and to deal with delivery issues.

Working Conditions

This position works in an open office environment and on the production floor. Exposure to weather elements is not likely. Incumbents are not likely to drive a vehicle while performing job responsibilities. Incumbents spend approximately 5% sitting, 45% standing and 50% walking in the course of this position and are unlikely to lift anything greater than 55 pounds. Incumbents will use the following office machines while performing job duties: computer, printer, copier, fax, telephone and calculator. Also utilizes QS 9000 handbook and GTC employee handbook.

Culture of Company:

Green Tokai's long-term success is due to an uncompromising commitment to quality in the products it manufactures, as well as meeting or exceeding the expectations of its customers. Success comes through continuous improvement in our technologies and processes, by maintaining a good quality management system, plus ensuring the continuous development of our employees occurs. Green Tokai's goal is to provide a work environment where employees can maximize their contributions and reach their full potential. This is accomplished through regular learning and career advancement opportunities, by providing a safe work environment, by providing the best technologies, by regularly stimulating our employees with new challenges, by treating all employees fairly and by promoting open and honest communication between all levels within the company.

Job Type: Full-time

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Flexible spending account

- Health insurance
- Life insurance
- Paid time off
- Tuition reimbursement
- Vision insurance

Work Location: In person