

Title: Lead Operator	Effective Date: January 17, 2020
Reports: Manufacturing Supervisor	FLSA: Non-exempt

Purpose

The Lead Operator is responsible to run/setup all machines in a manufacturing cell and to be the technical resource to other less skilled operators working in the area, including training for all employees in the cell. The lead operator monitors safety practices, quality of parts produced, productivity of the manufacturing cell and trains new operators.

Essential Duties and Responsibilities

- Including but not limited to the following:
- Practice world class safety practices, every day.
- Participate in monthly safety talks with production departments or as required.
- Participate in quality stand down meetings as quality issues warrant.
- Participate in shift start meetings daily; Fast Response and Cell meetings (as required) (3b)
- When applicable, participate in daily operations meetings.
- Support quality containments and system purges.
- Support IATF practices and initiatives. May be assigned as internal auditor and lead training activities.
- Relieve cell operators during breaks, lunch or other short term runs. Is available in the cell to assist operators with questions or requests for help. (1b) (1c)
- Operate machines on a daily basis such as milling machines, grinders, spline rollers and turning machines with CNC controls.
- Willing to travel.
- Assist supervisor with manpower moves to support machine downtime or material shortages.
- Must be able to read blueprints and understand print symbols
- Knowledge of basic inspection tools: micrometers, calipers, depth gages, height gages, bore gages etc
- Utilize all types of gauging to inspect precision machined parts.
- Must have basic math skills.
- Responsible for writing up scrap.
- Evaluate and solve production problems. Lead 5 Why problem solving in the area. (5b)
- Set-up and change over equipment as necessary.
- Support engineering efforts for tool testing.
- Assist engineering with Process development and documentation of manufacturing work instructions.
- Support prototyping activities of new product development as well as service requirements for current and past models.
- Knowledge of lean manufacturing and cellular manufacturing principles
- Basic knowledge of industrial engineering principles related to man/machine cycle time studies.
- Verify rate and flow of cell productivity is achieving targets. Reviews hour to hour performance and takes actions to correct problems and records problems and actions. (2d)
- Drive continuous improvement of Safety, Quality, Cost, Timing, Morale, and Standardized Work (4b)
- Perform low levels of maintenance
- Familiar with CNC controls and program editing.
- Training and indirect supervision of production operators.
- Review operators doing standardized work weekly
- Abide by all shop rules, every day.
- Perform other related duties as assigned by management.
- Support staff and material schedules to meet customer requirements.
- Assists in the creation and updating and training of Standardized Work using the TWI JI method and supports all other MaFact principles. (2b) (3c)
- Review Standardized Work weekly to ensure the process is still relevant to production. Mark changes on the SW sheet. (2c) (3c)
- Must understand how TAKT Time is relevant to the line and how to explain the Balance Chart
- Must complete and maintain the Check Sheet on the Team Board , Safety Cross, Quality Q, OA calculations, FTQ and 5S review once per shift per week.
- **Must have a fork lift certification, or the ability to do so within 45 days of placement in position.**

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable

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individuals with disabilities to perform the essential functions.

Education/Experience

- Qualifications include a minimum of 5 years in a manufacturing environment. Experience in an automotive manufacturing facility preferred.
- Proficient in the operating of mills, grinders, lathes, broaches and spline rollers use in high volume manufacturing.
- Must be able to handle multiple projects simultaneously and adapt rapidly to changing situations.
- Must have knowledge of machining and assembly practices, tools and fixtures.
- Must excel at working in a team environment.
- Must be familiar with product construction and application.
- Proficient at manufacturing precision close tolerance parts.
- This position requires that the person be a highly organized individual, who is self-motivated, and can work independently setting priorities without direct supervision.
- Must have very strong leadership skills, with excellent oral and written communication skills, including group presentations.
- Will be computer literate. Microsoft Office experience preferred.
- Successful candidate should have a proven record of continual improvement in, quality and productivity.
- Experience in safety, quality and housekeeping on the plant floor.
- Ability to obtain a fork lift certification within 45 days of placement in position.

Physical Demands

Highly energetic and motivated individual wanting to work in a team oriented environment and be a significant contributor in a plant start up of high volume automotive products. The job will require more than the normal amount of sitting, standing, and moving about the facility. Able to perform normal computer operations (update spreadsheets, email etc...)

	Never	Occasionally (0-30%)	Frequently (31-60%)	Continuously (61-100%)
LIFTING OR CARRYING:				
1-10 LBS			X	
11-20 LBS			X	
21-40 LBS		X		
41-60 LBS		X		
61 OR MORE LBS		X		
PUSHING OR PULLING:				
1-40 LBS		X		
41-60 LBS		X		
61 OR MORE LBS		X		
BENDING OR STOOPING			X	
REACHING ABOVE SHOULDER LEVEL		X		
DRIVING AUTOMATIC EQUIP. VEHICLES		X		
WORKING WITH MACHINERY			X	
CLIMBING		X		
WALKING			X	
STANDING				X
SITTING	X			
WORKING IN EXTREME TEMPERATURES			X	

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	<i>Signature</i>	<i>Date</i>
HR Approval:		
Management:		
Employee:		

The statements included in this description are intended to reflect the general nature and level of work assigned to this classification and should not be interpreted as all inclusive.