



**IB-TECH Job Description  
Production Team Leader KSI – 1st Shift**

<b>INTERNAL JOB POSTING #17-05-2022 (Please Include Job # on Job Submission Form)</b>	
<b>POSTING DATE</b>	Tuesday, May 17, 2022
<b>APPLICATION PROCESS</b>	Job Submission Form and Resume to Julie Buzzard (HR)
<b>APPLICATION DEADLINE</b>	Tuesday, May 24, 2022

**Education & Experience Requirements**

- High School Diploma AND;
- 3-5 years of job-specific and related experience (manufacturing) AND;
- Must possess demonstrated analytical capability; ability to work independently and as a team; excellent written and oral communication; ability to inspire and motivate others; and proficient computer skills, specifically in Microsoft office applications, Access database experience a plus.

**Primary Roles & Responsibilities**

- Check and Sign Daily Paperwork
- Complete All Daily Destructs
- Complete and Turn In End of Shift Paperwork
- Complete and Update Workplace Improvement Activity
- Complete Daily 2S and 5S Activity
- Complete Daily Cycle Times
- Complete Daily Team Leader Check sheets and Turn Into Management
- Conduct Daily Pre-shift Meetings
- Confirm Daily Manpower Needs and Move Accordingly
- Contact Maintenance as Needed
- Daily Plex Activity
- Follow Daily Min/Max Productivity Numbers
- Input Daily MFG and Production Numbers
- Key, Re-set, and Repair Equipment as Needed
- Meet With Before and After Shift Management to Discuss Daily Activities
- Perform Daily Safety, Process and Doc Audits
- Post all Daily Productivity Numbers on the Communication Board
- Support Other Team Leaders as Needed
- Track Daily Scrap
- Overtime as required to support Production and communication needs
- Training needs are based on IB Tech’s training matrix for this position, relevant to ISO 9001 and ISO 14001 systems
- Other duties as assigned

**Physical Demands**

- Associate must be able to occasionally lift up to 40lbs in single or multiple lifts. Associate must be able to occasionally push/pull up to 100lbs. Associate will frequently bend, twist, turn, squat kneel, overhead reach, climb stairs, and pinch grip small objects for up to 4 hours per day. Typical work environment includes; sitting, typing, writing in an office setting 1 hours per day and standing in manufacturing areas 7 hours per day. Associate must have a valid driver’s license. Idle time between job tasks is likely to exist. Break/Lunch periods are typical in an 8.5 hour day.

**Grade/Classification:** TL – Team Leader

**FLSA Status:** Hourly

**Department Assignment:** Production Management

**Function:** Production Team Leader

**Reports to:** Production Section Coordinator

**Supervises:** 10-20

IB-TECH reserves the right to change and/or otherwise amend the job description herein from time to time based on business needs. Rev 9/10/20