



Cast Iron Prep Team Leader

Department: Manufacturing
FLSA Status: Non-Exempt
Grade/Level: Employee Development Program
Work Schedule:
Monday - Thursday 6am - 4:30pm
Some scheduled Fridays 6am - 4:30pm

Job Status: Full Time
Reports To: Sr. Team Leader
Amount of Travel Required: No travel required
Positions Supervised:
Cast Prep Machine Operators and assists the Sr. Team Leader in the oversight of performance management, administration of the Employee Development Program, and appraisal writing.

POSITION SUMMARY

Leads a Production Team and solves production issues as they arise. Provide support for the Sr. Team Leader as needed.

ESSENTIAL FUNCTIONS

- Operate industrial lifting equipment to move various materials around the warehouse in a safe manner. Equipment to be used includes stand-up forklift, sit-down forklift, and scissor lift.
- Ensure proper fork placement and load balance when moving any materials, especially euro crates of cast iron
- Anticipate the needs of production workers and promptly supply them with necessary materials.
- Ensure that materials are put away in their proper home and help to keep the shop clean
- Work cooperatively with coworkers
- Meet attendance expectations
- Practice "Lean processes unique to position
- Participate in Jøtul Idea System
- Adheres to and promotes all safety guidelines by actively participating in required programs such as ergonomic evaluations and daily stretch breaks
- Open manufacturing facility for shift as needed.
- Maintain and is conscious of the continuous flow of the production line.
- Understand and embrace Lean Thinking Principles.
- Administrate and participate in the Employee Development Program as directed.

Cast Iron Team Leader (cont.)

- Promptly report any irregularities in production flow to Sr. Team Leader.
- Assist workers where bottlenecks occur. (Help when work is falling behind).
- Train workers on all job types/tasks or assign qualified level employee to train them.
- Maintain/sustain tool boards, equipment, TPM (ex. grinding wheel gap, filter replacement).
- By day end, document paperwork pertaining to parts that are extra, missing, rejected, or reworked.
- Report and document any damaged or incorrect parts to Sr. Team Leader or QC while arranging for replacement.
- Fill in on production when workers are absent or when business flow dictates (vacation, sick, other).
- Maintain staging areas so as to keep traffic lanes open and minimize wasted space. (This includes pallet removal, euro crate breakdown, trash removal, cardboard recycling, and emptying the cardboard crusher when full).
- Ensure quality within the work area.
- Perform weekly time keeping duties for payroll
- Assist in performing HR duties as expected with Sr. Team Leader (employee acknowledgment, progressive discipline, EDP appraisals)
- Perform other duties as assigned.

POSITION QUALIFICATIONS

Competency Statement(s)

- Accountability to accept responsibility and account for his/her actions.
- Adaptability to adapt to change in the workplace.
- Coaching and Development to provide guidance and feedback to help others strengthen specific knowledge/skill areas.
- Communication (written and verbal) to communicate effectively with others using spoken and written word.
- Conceptual Thinking to think in terms of abstract ideas.
- Customer Oriented to take care of the customers' needs while following company procedures.

Cast Iron Team Leader (cont.)

- Delegating Responsibility to allocate authority and/or task responsibility to appropriate people.
- Judgment to formulate a sound decision using the available information.
- Relationship Building to effectively build relationships with customers and co-workers.
- Resilient to recover from, or adjust to, misfortune or setbacks.

Education: High School Graduate or General Education Degree (GED) preferred

Experience: Six months to one year related experience preferred

SKILLS & ABILITIES

Computer Skills

Experience with Microsoft Word, Excel, Outlook, and company inventory software systems

Certificates & Licenses

Capable of obtaining valid Fork Truck License required

Other Requirements

Previous leadership experience preferred

PHYSICAL DEMANDS

Physical Demands

Stand	C (Constantly)	Lift/Carry 10 lbs or less	F (Frequently)
Walk	F (Frequently)	11-20 lbs	F (Frequently)
Sit	F (Frequently)	21-55 lbs	F (Frequently)
Handling / Fingering	C (Constantly)	56-100 lbs	O (Occasionally)
Reach Outward	F (Frequently)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	O (Occasionally)	Push/Pull	
Climb	N (Not Applicable)	12 lbs or less	F (Frequently)
Crawl	N (Not Applicable)	13-25 lbs	F (Frequently)
Squat or Kneel	O (Occasionally)	26-40 lbs	F (Frequently)
Bend	O (Occasionally)	41-100 lbs	O (Occasionally)

N (Not Applicable) Activity is not applicable to this occupation.

O (Occasionally) Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently) Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly) Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

Other Physical Requirements

Vision (Near, Distance)

Sense of Sound (85 decibels)

Cast Iron Team Leader (cont.)

Sense of Touch

Ability to wear Personal Protective Equipment (PPE) (Safety glasses, steel toe shoes, face shield, hearing protection, cut-resistant gloves where applicable)

WORK ENVIRONMENT

This position works mostly in a warehouse setting where temperatures seasonally can reach 90 - 100 degrees Fahrenheit

Employee Signature: _____ Date: _____

The company 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.