



<b>POSITION DESCRIPTION</b>	
<b>Position:</b> Lead	
<b>Dept:</b> Heated Products, Livestock, Metal and Molding	<b>Access to Confidential Information:</b> Yes
<b>Location:</b> Glencoe	<b>Directly Reports to:</b> Production Supervisor
<b>Shift:</b> 1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup>	<b>Indirectly Reports to:</b> Production Manager
<b>Hourly or Salary:</b> Hourly	<b>Updated by:</b> Dan Homann
<b>Job Code:</b> Heated Products - MILPR275 Livestock - MILPR280 Metal - MILPR490 Molding - MILPR495	<b>Date last reviewed:</b> 10.14.2021
<b>FLSA Status:</b> Non-exempt	<b>FLSA Exemption:</b> N/A

**Summary:** The Production Lead is primarily responsible for guiding production workers with a positive and motivating attitude in their assigned area of production to execute production schedules, produce quality products, safely, at or above standard rates utilizing Standard Work and maintaining accurate shop floor control.

<b>Resp. #</b>	<b>% of time</b>	<b>Essential Functions:</b> To perform this job successfully, an individual must be able to perform each essential duty listed below satisfactorily.
1	100	<ul style="list-style-type: none"> <li>• Prepare and direct work assignments and job rotation for the production and assembly of products to support the production schedule.</li> <li>• Perform MO transactions accurately and in real time, assure staff account for all working hours either to correct Manufacturing Order operation or indirect code. Record scrap and move materials in the system to maintain accurate inventory levels.</li> <li>• Assure that staff perform all tasks using only the defined Standard Work method, track performance to standard, chart the results and provide feedback to employees to support the development, implementation and maintenance of Lean manufacturing principles.</li> <li>• Provide staff support and training to ensure employees have tools and resources needed to successfully complete tasks.               <ul style="list-style-type: none"> <li>○ Provide Orientation and Onboarding for new staff completing documentation in the required timeframe working closely with HR and Supervisors.</li> <li>○ Assure staff understand and comply with all PPE and safety requirements, complete Accident/Incident reports as required.</li> <li>○ Support the Training matrix for staff by tracking and submitting updates to Supervisors.</li> <li>○ Assist staff as needed with job setup and refilling point of use inventory.</li> <li>○ Provide performance feedback to supervisor to ensure accurate information is included in periodic reviews.</li> <li>○ Provide attendance exception information for assigned staff to Supervisor for timecard editing and approval.</li> </ul> </li> <li>• Communicate with appropriate personnel as needed for material or processing issues immediately to ensure product meets current quality standards.</li> <li>• Perform and/or direct the completion of autonomous maintenance tasks as defined and enter Thrive work orders when needed for maintenance support.</li> </ul>

<b>Company Wide Expectations:</b>		
<b>1</b>	<b>100%</b>	Remain Drug and Alcohol free while on Frandsen Corporation premises and within the scope of duty.

	Understand and comply with all Frandsen Corporation policies and procedures.
	Support the Mission, Goal and Core Values
	Observe safety and security policies and procedures and use equipment and materials accordingly.
	Duties may be added, deleted or modified at any time, at the discretion of management, via written, verbal, formal, or informal means.

<b>Competency Expectations of All Employees:</b> The following are basic skills expected of all employees to be able to perform a job within the company at a satisfactory level.	
<b>1</b>	<b>Problem solving</b> —identifies and resolves problems in a timely manner, gathers and analyzes information skillfully and maintains necessary communication
<b>2</b>	<b>Interpersonal skills</b> —maintain open communication with fellow employees, supervision, and management, remains open to others' ideas and exhibits willingness to try new things
<b>3</b>	<b>Planning/organizing</b> —prioritize and plans work activities and uses time efficiently
<b>4</b>	<b>Quality control</b> —demonstrates accuracy and thoroughness and monitors own work to ensure quality
<b>5</b>	<b>Adaptability</b> —adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events
<b>6</b>	<b>Dependability</b> —consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance
<b>7</b>	<b>Professionalism</b> —maintains professional appearance and attitude at all times
<b>8</b>	<b>Confidentiality</b> – holds confidential information received from the company in strict confidence and exercises a reasonable degree of care to prevent disclosure to others.

<b>Knowledge, Skills and Abilities (KSA's):</b> The requirements listed below are representative of the knowledge, skill and/or ability required to successfully perform the essential functions of the job.
<b>Knowledge, Education, Experience and/or Certifications:</b> <ul style="list-style-type: none"> <li>• Requires a high school diploma or general education degree (GED), one to three years of related experience and/or training, or the equivalent combination of education and experience.</li> <li>• Requires Forklift certification (training and certification will be provided).</li> <li>• On-the-job training may be required.</li> </ul>
<b>Skills &amp; Abilities:</b> <ul style="list-style-type: none"> <li>• Communicate effectively with co-workers and management.</li> <li>• Ability to read and interpret documents such as Picture Packet, procedure manual and safety rules.</li> <li>• Fill out general communication paperwork in written form legibly so as to be understood.</li> <li>• Must be able to verbally pass on information to the next operator.</li> <li>• Read instruments such as gauges and indicators on equipment (on the job training may be required).</li> <li>• Apply common sense understanding to carry out detailed, but non-engaging, written and oral instructions.</li> <li>• Define problems, collect data, establish facts and draw valid conclusions.</li> <li>• Apply good judgment in recognizing scope of authority.</li> <li>• A qualified candidate must possess the ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, fractions, and decimals.</li> <li>• Apply abstract concepts such as fractions, percentages, ratios, and proportions to practical situations.</li> <li>• Use of depth perception, close vision, and color vision are all continuously required.</li> </ul>

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

**Lifting Requirements**

Weight in pounds	Never 0%	Rarely 1-10%	Occasionally 11-33%	Frequently 34-66%	Continuously 67%	Examples	Height
1-10				X			
11-20				X			
21-35			X				
35-50		X					
51-75		X					
76-100	X						
100+	X						

**Movement Requirements**

	Never 0%	Rarely 1-10%	Occasionally 11-33%	Frequently 34-66%	Continuously 67%	Examples
Standing					X	
Walking					X	
Sitting			X			
Talking or hearing					X	
Touch/Feeling				X		
Climb/Balance		X				
Kneeling/Crouch/Squat			X			
Reaching upward or outward				X		
Bending the neck side-to-side or front-to-back				X		
Typing			X			
Pinching/finger manipulation				X		
Grasping/Turning the wrist			X			
Taste/Smell	X					

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Moderate exposure to noise
- Severe exposure to hot rubber and/or plastic
- Severe exposure to confined spaces, moving objects, and mechanical parts
- Severe exposure to special equipment such as gloves and protective clothing
- Moderate exposure to sharp objects such as trimming shears
- Moderate exposure to slippery surfaces
- Severe exposure to chemicals and fumes