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**JOB DESCRIPTION**

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<b>DATE:</b>	2020	<b>GRADE:</b>	Hourly/Non-Exempt
<b>POSITION:</b>	Technical Group Leader	<b>DEPT:</b>	Manufacturing
<b>CLASS:</b>	Full Time	<b>REPORTS TO:</b>	Shift Supervisor

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**JOB PURPOSE**

This is a “hands on” leadership position. To lead and manage self-directed work groups that provides maximum quantity as well as quality product while maintaining a safe work environment.

Under the direction of the Shift Supervisor, directs manufacturing operation through assigned production department. Facilitate the employment of resources (human and automated) to achieve safety, customer service, productivity, and quality in support of company goals. Provide day-to-day mentoring and development of emerging technical experts and key leaders. Additional duties to include enforcement of standards, efficiency goal achievement and the coordination of LEAN initiatives. Resolves daily production constraints due to technical, material or scheduling problems. Provides technical assistance to the various shifts.

**PRIMARY RESPONSIBILITIES**

- **Leadership:**
  - Develops Machine Operator and Technician skill set (training, coaching & feedback).
  - Assists Operations Manager/Production Supervisor with performance management & TM development.
  - Maintains effective communication between all team members.
  - Lead team-based problem-solving activity.
  - Cultivates teamwork among team members, production employees and with other company department
- **Training:**
  - Create/maintain training programs for manufacturing employees.
  - Develop and maintain training documentation, procedures and records for the initial training and development of manufacturing skills.
- **Safety:**
  - Ensures compliance with standard operating procedures/standard work.
  - Maintains good housekeeping practices.
  - Support and champion all company sponsored safety initiatives.
  - Identifies improvements to equipment/practices that reduce potential for injury.
- **Quality:**
  - Ensure Quality Assurance procedures/standards are enforced.
  - Maintain manual for established quality procedures and practices.
  - Reports quality problems with materials to Quality Analyst/Operations Manager.

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- Performs audits of material, product, and process.

#### Productivity:

- Recommend schedule changes to improve machine performance and throughput.
- Assists team members during qualification/evaluation of new equipment or processes.
- Reports process problems to supervisor & maintenance department.
- Helps maximize machines utilization (i.e. assists with Machine Operator/ Technician duties).
- Ensures compliance to Standard Work in regards to Safety, Quality, and Compliance.
- Monitor condition of machines.
- Performs other duties as assigned.

#### MEASUREMENT AREAS

- Achievement of defined manufacturing metrics including: safety, quality, machine productivity and OEE. Accomplishment of department and company initiatives including training; skill development; standard operating procedures; strong working relationships; inter-departmental teamwork; effective communication.

#### EDUCATION AND/OR EXPERIENCE

- High School diploma or GED required.
- At least 2 years of manufacturing experience required.
- An established, working knowledge of weather-strip machine operation and troubleshooting.
- Experience with machine set-ups preferred.
- Leadership potential reflected in work ethic, initiative, dependability, integrity, and responsibility.
- Demonstrated problem solving skills.
- Effective communication, administration, and organizational skills.
- Exhibits flexibility to changing work priorities; adapts well to change.

#### PHYSICAL DEMANDS/WORK ENVIRONMENT

While performing the duties of this job, the employee is regularly required to stand, use hands, reach with hands and arms, and communicate. The employee must frequently lift/or move up to 45 pounds. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus. The noise level in the work environment is usually loud. Must be able to use hearing and eye protection.

#### EMPLOYEE ATTRIBUTES

The key attributes of success that this employee should demonstrate are:

**Integrity** - high moral character, honest and trustworthy. Upright citizen of the community and Ultrafab.

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**Initiative** - Seeks feedback and thinks outside h/h comfort zone. Desire to do your best at all assignments, always evaluating how to do things better.

**Self Esteem** - Awareness of self including strengths & weaknesses. Always seeking to improve self.

**Flexibility** - willing and comfortable adapting to new circumstances and conditions.

**Passion** - maintains a positive attitude, working with enthusiasm each day.

**Sense of Urgency** - an implicit understanding of job needs and priorities.

**Commitment** - thinks of and treats the assets of the Company as if they were his or her own.

**Team orientation** - enjoys working, assisting and accomplishing with others.

**Leadership** - directs process / work groups by example; a “player-coach”; able to resolve conflict. Takes action to drive progress.

**Organization** - easily manages time and resources, structures and controls repetitive tasks/responsibilities.

**Communication** - composed and articulate with w/verbal interaction.

**Detail Oriented** - follows up all action items and has a concern for accuracy.

Willing to travel or make a personal sacrifice to support a business need.

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Employee signature

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Date