

## **Team Lead – Third Shift**

Jagemann Precision Plastics Murfreesboro, TN 37129

### **MAJOR FUNCTION:**

The incumbent will provide leadership, coordination, direction and technical expertise for the effective performance of the team(s) in support of formal supervisor or manager. Create a team environment that fosters safety, innovation, continual improvement, and quality-driven processes.

### **MAJOR TASKS/RESPONSIBILITIES:**

Responsible for the safety, discipline, focus and coordination and facilitation of team resources required to meet customer requirements as well as team/area objectives. Includes providing leadership to enable the team to make day-to-day decision involving: overtime, continual improvement projects, preparation of time cards, attendance records, vacation planning, coverage for illness, etc.

a) Motivates and models safe work behaviors and effectively addresses areas of opportunity among team members.

b) Review and verify team member training levels and competence for required work. Assist managers and supervisors in reviewing and developing training plans for the team to address any deficiencies and review progress towards training and development goals.

c) Constantly monitor work assignments and work output by keeping priority areas staffed by adjusting work assignments based upon changing demand and or labor availability. Maintain effective use of labor, assign work as needed to maintain production machines and allocate proper resources to address machine down conditions.

d) Monitors work pace and discipline attendance at machine and focused on safety/quality.

e) Audit production numbers throughout the shift/week to insure production is being met. If it is not being met find out why.

f) Make quick and decisive labor utilization decisions during machine down situations. Assume the balance of priority machines are kept running and allocate resources from low priority areas to assist with machine down conditions.

Responsible for providing an interface, and point of contact and/or problem resolution for effectively producing quality parts in a timely and cost effective manner.

Responsible for Quality checks being done properly at established frequencies. Also addressing quality related questions, issues and concerns regarding parts and tooling during the shift. Requires the periodic review of all related quality system procedures, job instructions, etc. to ensure accuracy and adherence by the team.

a) Audit work center logs to insure that process are being followed. Verify that the purge procedure was followed if there is a nonconformance.

b) Work with quality on any check sheet issues and report any issues.

c) Audit shop screen in Plex and insure machines are in the correct status and check sheets are done on time.

d) Audit operators performing processes to insure they are performing tasks to standard.

Provide guidance, counseling and training to team members in order to improve performance and resolve problems/discrepancies.

Provide a work environment that encourages quality, initiative, innovation, continuous improvement, process ownership and team work.

a) Leads by example by running production equipment and filling in and realigning as needed throughout the shift.

Provide leadership to empower the team to properly care for all equipment used in the manufacturing process. Includes maintaining cleanliness, organization and efficiency of the team area.

a) Follow up with maintenance on any down equipment and check priorities of equipment.

b) Ensure Preventive Maintenance is being performed on time.

c) Check area supplies weekly, support and maintain 5S in the areas.

Responsible for assuring the accuracy and completeness of all documentation and data entry associated with the team's production process.

Performs all departmental functions as workload requires including fill-in for absent employees, producing emergency / prototype orders or to maintain throughput and flow during peak workload periods. Requires an in depth knowledge of all functions performed.

a) Insure there are enough supplemental staff employees to cover production (OBI, Secondary Opps, Fineblank)

b) Fill in for meetings when Managers are out of office.

Demonstrates the ability to effectively respond to unexpected developments during the manufacturing process while maintaining team morale and production schedules.

a) Area scheduling, look ahead at schedules, laying out and batching like jobs to minimize downtime or avoid extra setups.

b) Follow up on tooling/die sets in for repair and check priorities of tooling/die sets.

Provide input to managers and supervisors for the performance appraisal process. Help develop and implement personal improvement plans to ensure individual and team performance objectives are met. This may include any formal action required to correct performance or behavior related issues.

Other duties as assigned by supervisor for additional experience and/or training or refinement skills or in preparation for advancement.

Participates in JPP's Continual Improvement Process. Active member in the CI processes. Drive CI feedback and assist with implementation objectives of improvement ideas.



Occupation includes a requirement to follow JPP Environmental Health and Safety procedures.

**EDUCATION:** Additional coursework in Supervisory / Leadership techniques and a Machine Tool Program preferred. PC skills in Word and Excel are also required.

**EXPERIENCE:** The successful candidate will be able to facilitate team building, problem solving and conflict resolution within the team and possess excellent communication skills, both verbal and written. Knowledge of safety practices and requirements is preferred. They must have a fundamental understanding of pressroom procedures and processes or knowledge of tool making, supervision or engineering related concepts. Previous experience evaluating performance of direct reports a significant plus.

**WORKING CONDITIONS:** Oil, coolant and noise (90db) present in production areas. Safety Glasses and Hearing Protection is required in designated areas. Subject to frequent lifting up to 50 Lbs.

**SPECIAL JOB REQUIREMENTS:** Position requires an individual with the ability to lead and motivate people in a team environment, balance the demands of several work centers and to coordinate closely related work of a variety of employees

**Job Type: Full-time**

**Experience:**

- **Injection mold setup: 1 year**
- **Injection mold troubleshooting: 1 year**
- **Microsoft office: 1 year**
- **Supervisory experience: 1 year**

**Location: Murfreesboro, TN**

**Language: English**

**Required work authorization: United States**

**Shifts: Evening**