



Job Description

Title Production Shop Lead

Department Operations

Grade NE23

Job Code PSL

Company Curbell Plastics

FLSA Non-Exempt

Position Summary

The Production Shop Lead is a functional leadership role responsible for being the lead resource to team members, providing knowledge, experience, support and advice. The Production Shop Lead is responsible for knowing proper procedures for the team to follow and ensuring that they comply. They might be called upon to share special industry techniques on how to use tools and equipment, or tips on how to improve quality or the speed of production.

Essential Functions

- 30% Produces quality product according to very precise specifications within time constraints. Facilitates training and ensures team is meeting or exceeding all production and quality expectations. Communicates any production to the proper individual(s).
Sets up and operates production machinery such as CNC saws, lathes, milling machines, drills, shapers, boring mills and grinders to fabricate and repair parts and products. Responsible for maintenance of equipment. And, sets up tooling jigs and fixtures and prepares jobs for other fabricators to perform the production processes. May perform general warehouse duties, if required.
 - 30% Prepares and makes sure all paperwork for Work Orders, Transfer Orders, and Shipments is properly filled out. Ensures paperwork is moved to the proper locations to facilitate all other activities required to exceed our customers expectations.
 - 20% Ensures that all dimensional and visual part inspections are properly performed and recommends improvements in our inspection processes and equipment.
 - 10% Instructs team on safety procedures. Performs safety checks and ensures Lock Out, Tag Out is properly performed. Notifies the proper individual(s) of any compromising safety issues. Recommends improvements in safety, processes and procedures.
- Performs other duties as assigned.

Core Competencies

- Detail Orientation
- Multi-Tasking
- Sense Of Urgency & Work Ethic
- Creativity and Innovation
- Communications Skills
- Process Improvement & Best Practices

Education

*High school diploma or GED, or equivalent machining work experience, Technical Degree helpful.

*Machinist certification

*OR * High school diploma or GED, or equivalent work experience in a hand fabrication environment, Technical Degree helpful

Experience

*Minimum of Five years CNC Setup, Servicing and Programming in a machine shop environment or Minimum 5 years in a Fabrication Environment where many processes are utilized to build assembled products.

*Able to operate more than one type of machine or utilize many fabrication techniques.

*Able to motivate and train other operators

Job Specific Requirements

*Basic reading, writing, arithmetic and PC skills

*Strong technical and organization skills

*Solid knowledge of Quality Management System

*Strong knowledge of plastics machining and or fabrication

Physical Requirements

*Ability to perform strenuous physical activities including extensive standing, walking and bending.

*Must be able to lift, carry, push, pull a maximum of 75 pounds

*Ability to identify and distinguish colors

Physical Requirements *Ability to use industrial equipment such as mobile stairs, powered industrial trucks, pallet jacks and panel saws.

*Must be able to wear standard personal protective equipment such as safety glasses, respirators, hearing protection and steel toed shoes.

Predictive Index (PI) Profile

*Craftsman

*Diligence

*Operational

Physical Requirements of the Position

The physical demands described in this document are representative of those that must be met by the position incumbent to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Equal Employment Opportunity Requirements

It is the policy of Curbell Inc. to provide equal employment opportunities to all qualified individuals without regard race, religion, color, national origin, citizenship, sex, sexual orientation, gender identity, age, veteran status, disability, genetic information, or any other characteristic in accordance with applicable federal, state and local laws. In addition, Curbell, Inc. complies with applicable state and local laws governing nondiscrimination.