



## Job Description

Position: Machining Team Lead  
Shift: 1<sup>st</sup>  
FSLA: Hourly, Non-Exempt

Reports to: Production Supervisor  
Location: Fort Worth  
Date Posted: 6/15/17

The Lead position is responsible for assisting the Production Management team in reaching daily production and delivery targets. The Lead is the first line leader in machining (MH, Elus, Router, Saws on LVL) and is overall responsible for daily delivery commitments. He/she will have responsibilities in on-time delivery, flexing labor, understanding normal and abnormal situations and how to react to them, making improvements, and training.

### Essential Duties and Responsibilities

- Ensure daily delivery commitments are met.
- Providing hands on training and mentoring of personnel on all processes and procedures to meet all safety, production and quality goals.
- Flexing labor as needed within area (working with other TL to flex to improve flow on entire line).
- Responsible for equipment health (PMs, communicating with maintenance).
- To be the first line of defense for all issues on the floor.
- Understand Normal vs Abnormal and know how to react.
- Lead compliance on 5S.
- Communicating and following through the daily priorities to the floor and supervisors.
- Assist supervisors in coordinating activities of employees.
- Will be responsible for the productivity of employees through daily guidance and communication meetings.
- Communicates information to Supervisor/Lead
- Maintains required documentation and paperwork.
- Serve as the primary point of contact in absence of the Supervisors.
- Miscellaneous duties as required.

### Education/Experience Requirement

- Must have manufacturing experience.
- Experience in production assembly process and procedures.
- High school diploma or equivalent.

### Specific Skills Required

- Must be willing to work mandatory overtime hours when needed.
- Must have desire to work hard and ability to be on time every day.
- Experience operating hand tools.
- Must have good verbal and written communication skills with ability to speak fluent English – bilingual (Spanish) a plus.
- Must be flexible with a positive attitude and strong work ethic.