



Job Description

Position: Team Lead – CFD/FSD
Shift: 1st
FSLA: Hourly, Non Exempt

Reports to: Production Supervisor
Location: Fort Worth
Date Posted: 10/05/2017

The Lead position is responsible for assisting the Production Management team in driving Lean focus and sustainment. The Lead is the first line leader, and is overall responsible for a production line. He/she will have responsibilities in Lean Management, scheduling, making improvements, and rewarding/disciplining. This position requires Lean Manufacturing experience. Those without Lean experience will not be considered.

Essential Duties and Responsibilities

- Providing hands on training and mentoring of assembly personnel on all processes and procedures to meet all safety, production and quality goals.
- Creating, improving, and enforcing all standard work in the area.
- To be the first line of defense for all issues on the floor.
- Communicating and following through the daily priorities to the floor and supervisors.
- Assist supervisors in coordinating activities of assembly employees.
- Will be responsible for the productivity of employees through daily guidance and communication meetings.
- May assign and train employees in correct procedures.
- Monitors and adjusts work assignments.
- Communicates information to Supervisor/Lead
- Maintains required documentation and paperwork.
- Responsible for developing, applying, revising and maintaining assembly standards for processing materials into partially finished or finished products.
- Serve as the primary point of contact in absence of the Supervisors.
- Performs operations required for production assembly.
- Submits flowed or inoperative parts to team.
- Miscellaneous duties as required.

Education/Experience Requirement

- Must have lean 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.

Physical Demands

Applicant must be in good physical condition and must be able to stand for 8-10 hours at a time. Lifting, bending, moving heavy objects up to 50 lbs.

Work Environment:

Employee will be exposed to heat and cold depending on weather conditions.

Pottorff is only interested in people who:

1. Do what they say and do it right the first time.
2. Maintain high personal expectations and accountability.
3. Want to help build a financially strong company.
4. Expect a can-do attitude and a sense of urgency from everyone.
5. Operate with a high degree of integrity and respect for each other.
6. Embrace change as a path to success.

Date Posted: _____