

Position: Louver Team Lead
Shift: 2nd
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

Must be able to walk the production floor for 6 - 8 hours per day. At times should be able to work longer than normal hours and perform duties under higher levels of stress.

Other Duties and Responsibilities

This job may include other duties and responsibilities as assigned by the supervisor. These may change as needed.

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.