



## Production Team Leader

**FLSA Status:** Exempt

**Reports To:** Production Leader

**TRAVEL:** <5%

**Positions Supervised:** Production Operators, Set Up Technicians, Process Technicians, Material Handlers

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### **POSITION SUMMARY**

The Production Team Leader is responsible for the day-to-day operations, playing a key role in providing management and leadership to deliver operation improvements. Assists with creating a culture of accountability and teamwork with a focus on customer satisfaction.

**Standard Work:** 1) Promote Safe Work / Environment 2) Defect Prevention / Detection 3) Manage Resources / Schedule 4) Grow and Empower Team 5) Metric Focus and Achievement

### **ESSENTIAL DUTIES**

- Committed to the Mission, Vision, and Values of Nicolet Plastics LLC.
- Promote safety programs and safe work practices.
- Achieve performance standards for quality, quantity, and safety.
- Provide direction, leadership and support for direct reports, empowering and encouraging teamwork.
- Prioritize, schedule, and delegate work assignments, aligning resources with systems.
- Plan production schedules for components, parts, and sub-assemblies.
- Ensure the training of new and present employees in the processes and methods required to achieve the company's standards.
- Participate in planning meetings, recommending space, personnel, and equipment requirements.
- Ensure adherence to Quality Management System (QMS) procedures and requirements, participate in ISO planning sessions.
- Develop, recommend, and implement departmental policies and procedures, processes, and methods.
- Continually evaluate processes and methods, making recommended measures to improve production, equipment, performance, utilization of team members, and quality of product.
- Act as a technical resource to address and resolve inquiries and problems; analyze and resolve work problems, and assist team members in solving work problems.
- Ensure the completion of all required production paperwork, records, and documentation.
- Review timekeeping, vacation schedules and overtime approval.
- Ensure compliance with department housekeeping standards and all safety and work rules, regulations.
- Other duties as assigned.

### **EDUCATION AND/OR EXPERIENCE**

- Requires an Associate's Degree in Leadership Development, Supervisory Management, or related field and/or combination of related education and leadership experience.
- Requires five to seven years of production experience.
- Requires a minimum of three years leadership/supervisory experience.
- Requires good oral and written communication skills in order to interact with employees.
- Lean and continuous improvement experience required.
- Proficient with Microsoft Word, Excel, PowerPoint, etc.
- Training Within Industry knowledge preferred.

## **PHYSICAL DEMANDS**

While performing the duties of this job, the team member is frequently required to stand for long periods of time; walk, handle tools, or controls; communicate and listen (hear). The team member is occasionally required to climb or balance. The team member must occasionally lift and/or move parts, reports, files, office supplies, etc. weighing up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work is performed primarily in a manufacturing environment; moderate to high levels of dirt, noise, vibrations, equipment movement hazards, fumes, chemicals/solvents, and electrical hazards. Occasional work in an office environment with use of computer and other standard office equipment. Personal Protective Equipment (PPE) such as safety glasses, safety shoes, hearing protection, etc. is to be worn as applicable throughout entire shift.

## **COMPETENCIES**

- Team Leadership
- Guiding and developing staff
- Communication
- Decision Making
- Building Trust

*By signing below, I acknowledge that I am generally competent to perform the above essential job functions as a Production Team Leader.*

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**Team Member Acknowledgement**

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**Date**

*By signing below, I acknowledge the team member is generally competent to perform the above essential job functions as a Production Team Leader.*

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**Management Resource Acknowledgement**

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**Date**