

Job Description
JOB TITLE: Manufacturing Cell Lead

DEPARTMENT: Manufacturing
REPORTS TO: Manufacturing Foreman
PREPARED BY: Lorena Davis

EXEMPT: No
STATUS: Full-time
DATE: 05/17/2004

SUMMARY: Performs operations on assigned machines. Sets up fixtures and tooling. Operates computer console. Uses measurement instruments to check work. Notifies foreman of the need for more complex tool or machine adjustments. Assists foreman in coordinating activities of assigned subordinate workers. Monitors production and adjusts work assignments, may assist with simple repairing of machines and trains workers in operations within assigned work cell.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Provide clear leadership to subordinate work cell workers to maintain positive morale and to ensure they understand company policies, manufacturing policies and practices. Train subordinate work cell workers to attain maximum output without jeopardizing quality.
- Perform operation on assigned machines and prioritize work according to “M” date and set up fixtures and tooling.
- Respond to employee issues from assigned work cell workers by communicating responses in an honest and timely manner.
- Provide and assist with problem resolution and trouble shooting to assigned work cell workers and take responsibility for making every effort to resolve problems.
- Establish and maintain excellent relationships with assigned work cell workers by personal contact.
- Determine and communicate employee satisfaction to Manufacturing Manager and Human Resources Manager.
- Provide input and participate in Production Meetings to enhance technical development of product.

SUPERVISORY RESPONSIBILITIES: Directly supervises assigned work cell workers. Carries out supervisory responsibilities in accordance with the company's policies and applicable laws. Responsibilities include training, planning, assigning, and directing work; motivating and

developing. Works closely with foreman in appraising performance, rewarding and disciplining assigned work cell team; and addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must be able to work as part of a team, follow all safety procedures, correctly operate machine, and memorize all operation tolerances. Must be able to demonstrate proper use of all inspection tools and thoroughly understand all JE procedures, i.e. scrap input, shop order, operation sequence, etc. Must understand escalation procedure.

EDUCATION and/or EXPERIENCE: Requires 2 years production experience.

LANGUAGE SKILLS: Ability to read, write and follow specific instructions in both written and verbal form. Ability to effectively present information and respond to questions from employees and management staff.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions.

OTHER SKILLS and ABILITIES: Excellent interpersonal skills. Strong leadership skills. Ability to effectively work through collaborate efforts.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk and talk or hear. The employee frequently is required to use hands to handle objects such as product, tools, measuring instruments, computer keyboard, calculator, job order and writing instruments.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 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 ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is occasionally exposed to fumes or airborne particles.

The noise level in the work environment is moderate to noisy.