

Lead Operator Job Description

Job Title: Lead Operator
Reports To: COO
Department: Manufacturing
Prepared By/Date: HR/ AEM August 1, 2020

Summary:

Responsible for coordinating various daily production functions, serving as lead machine operator and supervising and training other Operators.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Follow production schedule and advise floor personnel of any upcoming changes.

- Guide shift personnel work activities to ensure that all responsibilities are met.
- Make necessary adjustments to machines and auxiliary equipment.
- Perform minor maintenance repairs to equipment.
- Perform Facility Maintenance.
- Supervision of all operators and quality inspectors to include; administration of shift documents, reports, time cards, attendance, PTO's, performance evaluations, etc.
- Measure of scrap rate for all material; more than 50LBS reported to Operations Manager.
- Ensure the quantity and quality of product is at 95% or greater
- Ensure all product labels are correct.
- Complete daily production records.
- Assign machines to operators and modules to floor persons.

- Oversee and perform safety and quality standards.
- Physical inventory counts of inputs and outputs.
- Special projects as assigned.

- Extrusion Specific Activities
 - Operate machines that extrude filaments from synthetic materials such as rayon, fiberglass, or liquid polymers.
 - Select machine dies.
 - Determine setup procedures.
 - Convert extruded products.
 - Packaging / Pick Pack Ship
 - Adhere to Specify lengths and weights of rolls.
 - Exchange / Clean dies.
 - Set controls to maintain vacuum, air pressure, and temperature.
 - Follow prescribed setting and recipes to regulate output.
 - Locate defects on extruded products.
 - Check for conformance to specifications.
 - Adjust controls as necessary.
 - Install, connect, test, and adjust equipment.
 - Select samples and test to specifications.
 - Clean tools.
 - Clean and maintain a safe and orderly work place (adhere to 5 S principles)

- Start metering pumps.
- Activate and adjust extruding machines.

Qualifications:

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.

Education/Experience:

- A high school diploma or GED. A combination of high school and experience is acceptable.

Language Ability:

- Ability to read, analyze, and interpret common written and/or verbal instructions.
- Ability to respond to common inquiries or complaints from managers and customers.

Math Ability:

- Ability to calculate figures and amounts such as percentages, total sums, projected amounts, dollar amounts, cost savings , etc.

Reasoning Ability:

- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills:

- To perform this job successfully, an individual should have knowledge of word processing software and spreadsheet software web based emails. Data Entry.

Certificates and Licenses:

- AE PPE Forklift Certification

Work Environment:

- While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, moving mechanical parts and vibration.
- The employee is occasionally exposed to a variety of conditions within the facility.
- The noise level in the work environment can be loud. Simple hearing protection is provided.

Physical Demands:

- Able to lift 55 pounds
- bend, twist, reach more than 45 degrees
- maintain for the duration of a 12 hour shift.

Lead Operator Responsibilities:

Directly supervises shift associates. Carries out lead responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Work Schedule:

- Should be flexible and able to work any shift, days or nights or any weekends as needed.

Signatures:

This job description has been approved by all levels of management.

Employee _____ Date _____

Sign

Print

Human Resources _____

Sign

Print

Employee signature constitutes employee's understanding of the requirements, essential functions and duties of the position.

