

American Flexible Products, Inc.
JOB DESCRIPTION

Position Title: Production Lead/Machine Operator		Approved:
Division/Department: Production	Shift: Day	Salary Band:
Reports To (Title): VP of Manufacturing / Production Manager	Date: October 29, 2020	

POSITION DESCRIPTION

OVERVIEW:

The Machine Operator/Production Lead is a dual role combining machine operation and leading production staff. The machine operator is also responsible for set-up and operation of die cutting presses to written and/or verbal instructions. Work is generally concentrated on machine(s) and operations may be very repetitive. The operator will have a working knowledge of acceptable product quality, processes and procedures to ensure quality of work. The production lead oversees a team of operators in all areas of the manufacturing. Reviews production orders and ensures that production schedules are met. Assists employees in daily work performance.

MAJOR AREAS OF ACCOUNTABILITY:

Include the following. Other duties may be assigned.

- Set-up, operate, and monitor the machine process to assure quality products
- Ensure productivity goals are met for resource group by monitoring run speeds, set up times and coordination of support departments.
- Troubleshoot and correct problems
- Communicate with other departments for resolution of mechanical problems, reporting of defective material, coordination of job preparations, change overs and daily shift information
- Accurate and timely production reporting
- Comply with all safety rules
- Coordinate with other production leads to create and maintain the production schedule.
- Train new machine operators
- Maintain a clean and organized work area and press
- May be called upon to perform comparable duties of a similar or related nature and/or assist in other areas as needed.

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 and/or EXPERIENCE:

- High School Diploma or equivalent.
- Five years of machine operation in a manufacturing environment
- Three years in a production lead role in a manufacturing environment

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GENERAL SKILLS:

- Highly organized – ability to have multiple projects and/or people working under their direction and being able to recognize when assistance is needed
- Have a positive attitude when needing to regroup/change direction at a moment's notice
- Maintain a professional demeanor at all times
- Ability to interact positively with anybody at any time and in any situation
- Proven ability to be a great motivator
- Great communication, math, computer and people skills
- Ability to apply their knowledge/experience but also be willing and open to learn.
- Willing to put in extra hours whenever needed
- Be a forward thinker
- Mechanically inclined and production oriented.
- Ability to read blueprints and work instructions and maintain accurate records. Attention to detail is a must
- Team player who is self-motivated and has the ability to work with minimal supervision.
- Good hand/eye coordination. Ability to stand for long periods of time.
- Must have the ability to lift up to 50 lbs.

COMPUTER SKILLS:

Proficiency with a computer is a must. Microsoft office suite is required. Epicor experience preferred or any ERP system experience.

LANGUAGE SKILLS:

Must be able to communicate (read, write and speak) fluently in English. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Must have the ability to communicate effectively with team members and leadership staff.

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.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The work area is a production environment which includes exposure to noise, fumes, moving machinery and varied temperatures. The noise level in the work area is usually moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.