

## **Team Leader/Assistant Team Leaders - Production**

**Job Title:** TEAM LEADER/ASSISTANT TEAM LEADERS-PRODUCTION

**Department:** Manufacturing

**Location:** Mt. Pleasant, MI

American Mitsuba a 27 year old Automotive parts manufacturer located in Mt. Pleasant Michigan is in need of highly skilled candidates to fill open 2nd and 3rd shift assembly line leadership positions. American Mitsuba is looking for motivated individuals who wish to work in an exceptionally clean, climate controlled environment. Candidates must be willing to work overtime, be able to pass a pre-employment drug screen and written skills test.

Starting wage is \$17.52/\$16.27 hourly. This does not include the .65 shift premium.

American Mitsuba offers a competitive benefit package including: Medical, Dental, Vision, 401k, EAP, Short term and Long Term Disability and Life Insurance.

### **Required experience: supervision and manufacturing: 1 year**

**Summary:** Leads, facilitates and oversees the work activities of groups of Production Associates; supports both the Production Associates and the VSL or Supervisor in daily activities; sets priorities and leads by good example.

**Essential Duties and Responsibilities:** Include the following. Other duties may be assigned.

Maintains consistent and efficient flow of daily production; produces quality products to meet daily schedules as issued by Production Planner; assures that proper packaging and labeling procedures are followed.

Maintains proper operation of line equipment and machinery by making adjustments and repairs; notifies Supervisor, Maintenance and/or Engineering Associates of major repair or process problems.

Assures that line is stocked with proper parts, components and/or supplies in the quantities needed to meet the daily production requirements.

Repairs line rejects, properly marking parts and documentation of rejects; assists QA in evaluating customer returns and identifying causes and counter-measures.

Suggest changes and/or modifications to equipment or processes to improve production efficiency, quality and/or Associate safety.

Assures that all required guarding, light switches, safety devices and personal protective equipment are properly used on the line; reports accidents/incidents to the VSL or Supervisor.

Assure that Production Associates are trained in and follow proper operating procedures, work instructions, safety procedures and quality requirements for each station and operation on the line.

Sets-up and assigns a daily rotation schedule for Associates and Temporaries on the line; makes job assignments; relieves Associates on the line and/or fills in for absent Associates.

Assists in resolving conflicts and coaches Associates in proper attendance, job performance and inter-personal behavior; motivates Associates and encourages a team spirit.

Assures that Production area is clean and organized;

Assures that AMM policies, procedures, quality standards and safety procedures are followed by the Line Associates; notifies VSL, Supervisor, Department Manager and/or other proper personnel when assistance is required.

Assists in creating and promoting a positive and cohesive team environment and leads by good example.

Collects data from the line and accurately records it in orderless manufacturing system, charts, forms and other paperwork.

Maintains and accurately records Team Leader attendance logs, overtime records and Vacation requests.

Attends Team Leader and other meetings; assists with chairing and recording duties.

Work closely and cooperatively with other departments such as Quality, Maintenance, Production Control, etc.

Train Assistant Team Leader to be able to fill in for absent Team Leader.

Comply with all applicable policies and procedures as required by American Mitsuba's Quality and Environmental management systems.

Various other duties as may be assigned by VSL, Supervisor or Department Manager.

**Supervisory Responsibilities:** Responsible for overseeing the daily work activities of the Production Associates; addresses complaints, assists in resolution of conflicts and coaches Associates in areas of proper attendance, job performance and inter-personal behavior.

**Language Skills:** Able to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and Work Instruction Sheets. The person must be able to write routine reports and memos and communicate effectively and present information in one-on-one and small group situations. The person must be able to effectively present information and respond to questions from groups of Associates, Supervisors and/or Managers.

**Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure including metric, using whole numbers, common fractions and decimals. The person must be able to compute rate, ratio and percent.

**Reasoning Ability:** The person must be able to solve practical problems and deal with a number of variable situations. Ability to interpret a variety of instructions furnished in written, oral, diagram and schedule form.

**Certificates, Licenses, Registrations:** Lift Truck license may be required in some situations. The ability to successfully complete Air pack/Respirator Training and related medical exam may be necessary in some Team Leader positions.

**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 Associate is regularly required to walk throughout the manufacturing area, back and forth and within the perimeter of the factory and offices of American Mitsuba; get into close proximity with manufacturing and shipping equipment and machinery in the factory; use hands and arms to operate equipment, machinery, parts, controls, tools and devices; talk, hear and use logical reasoning. The Associate must regularly lift and/or move 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 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 regularly exposed to moving mechanical parts. The employee is occasionally exposed to vibration. The noise level in the work environment is moderate.

**American Mitsuba  
Team Leader - Production  
Job Description**

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**Department:** Manufacturing

**Location:** Mt. Pleasant, MI

**Prepared by:** Terrilee Royce

**Revision Date:**

**Approved By:**

**Approved Date:**

**Non Exempt**

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Train Assistant Team Leader to be able to fill in for absent Team Leader.

Comply with all applicable policies and procedures as required by American Mitsuba's Quality and Environmental management systems.

Various other duties as may be assigned by VSL, Supervisor or Department Manager.

**Supervisory Responsibilities:** Responsible for overseeing the daily work activities of the Production Associates; addresses complaints, assists in resolution of conflicts and coaches Associates in areas of proper attendance, job performance and inter-personal behavior.

**Education and/or Experience:** One to three months related experience, training and/or previous experience as an Assistant Team Leader helpful, but not required.

**Language Skills:** Able to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and Work Instruction Sheets. The person must be able to write routine reports and memos and communicate effectively and present information in one-on-one and small group situations. The person must be able to effectively present information and respond to questions from groups of Associates, Supervisors and/or Managers.

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