

Job Title: Line Leader

Reports to: Shift Production Manager/Supervisor

SUMMARY DESCRIPTION

Lead and Coordinate Employee Safety, Product Quality measurement and reporting, Production Line operations and Process Improvement initiatives. Mentor and develop Machine Operators and Production Personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Primary responsibilities are:

- Ensure a safe and secure work environment at all times by routinely auditing the work area that you are responsible for and by taking corrective actions to eliminate safety hazards.
- Ensure the work area you are responsible for is kept clean and in high housekeeping standards at all times.
- Using company approved SOP's, measure, document and report critical to quality measures including net fill, torque, correct lot code, placement and legibility and Bill of Material verification activities. Take corrective action when required. Segregate any material that is not compliant. Hold for Quality Auditor disposition.
- Provide direct instruction to Machine Operators and Production Personnel to ensure they are performing as expected.
- Perform minor maintenance activities such as label machine adjustments and label changes, lot code machine adjustments, conveyor line rail adjustments, lid and cap equipment adjustments, minor filler adjustments, case sealer adjustments and tape changes.
- Follow the daily (shift) production schedule and communicate with management as needed. Review the performance of the line, quality metrics and worker performance to ensure strict schedule adherence and optimal output.
- Have a clear understanding of Production Line run rates & standards on a daily basis and report variances to Supervision and Management in an effort to identify corrective actions.
- Facilitate seamless handoffs and communicate key information to peers, team members and Production Management across shifts.
- Generate and process all pertinent reports as accurately as possible (i.e. Production records, investigations, downtime reports, etc.)

- Complete line audits
- Achieve and maintain good working relationships with other critical departments such as Quality, Maintenance, Sanitation, and Warehouse Personnel in support of a Team atmosphere.
- Perform other duties as needed or assigned.

MINIMUM QUALIFICATIONS

The requirements listed below are representative of the knowledge, skill and/or ability required for this position.

Education:

- Minimum of High School diploma or GED equivalent required, Associates degree preferred

Experience:

- Minimum of 3 years' experience in leadership of equipment operation position in a manufacturing environment.
- Knowledge of computers and programs contained with Microsoft Office
- Experience with cGMP procedures and knowledge of safety, OSHA regulations
- Demonstrate safe behavior and support department/plant Safety goals in a continuous improvement process
- Demonstrate clear understanding and control of Critical to Quality parameters.
- Able to participate in a Team-Oriented environment, willingness to assist and train others
- Able to work a flexible schedule, including overtime, weekends before and after schedule as needed
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to perform basic mathematical calculations.

TOOLS AND EQUIPMENT USED

Work with industrial manufacturing equipment on Production Lines.

Ability to utilize a computer, telephone, and copy machine as well as other general office equipment