

Detailed Responsibilities

1. Consistently meets or beats budgeted hours on setups and production runs
2. Understands Quality Management Assurance policy and maintains product quality; reports nonconforming product to QA and/or supervisor for corrective action
3. Maintains run-at rate of 90% or better; maintains pressroom capacity of 60% or better
4. Maintains overall quality standard of <1% scrap
5. Employs cost-efficient methods in scheduling jobs and labor; meets production deadlines; continually strives to improve methods of production through increasing knowledge and understanding of machine capabilities and production processes
6. Troubleshoots progressive dies and resolves technical or equipment problems; occasionally performs machine and equipment maintenance and expedites repairs
7. Responsible for providing press safety training to incumbents and new hires
8. Effectively communicates with peers, subordinates and management in areas of production, quality, employee attendance, training, motivation, safety, addressing conflict, performance evaluations, and customer requirements
9. Accurately tracks, records, and reports inventories and production reports daily (job cards)
10. Safeguards all tools, accessories, supplies, equipment, and machines
11. Responsible for maintaining cost-efficiency regarding tooling, supplies and materials; prevents loss or damage to company property
12. Performs other non-specific duties as required by management

Essential Skills and Experience:

1. Knowledgeable of all equipment and machines within the department.
2. Able to effectively communicate with peers, subordinates and management in the areas of training, motivating, addressing conflict, performance evaluations, directing department customer requirements and maintenance.
3. Able to use planning and organizing skills to effect reduction of costs, increase productivity and effectively schedule daily assignments.
4. Complete knowledge of all blueprints and measuring devices and ability to train employees in their use. Able to find dimensions and dimensional locations; understanding of geometric tolerancing symbols.
5. Time management skills.
6. Demonstrated leadership skills
7. Knowledge of safety work rules and safe operation of equipment including the federal motor vehicle safety standards.
8. Knowledge of Pull signals.
9. Knowledgeable of synchronous manufacturing and IPMS.
10. General understanding of inventory methods

Physical Demands:

Occasionally required to stand, sit, walk, crouch, kneel, balance, climb stairs; uses hands and arms to reach; occasionally lifts up to 50 pounds; specific vision abilities include close vision, distance vision, depth perception, peripheral vision and the ability to adjust and focus. Works indoors but is exposed to weather conditions prevalent at the time. Noise level is moderate to high. Hearing and eye protection required at all times for this position.