



## PRODUCTION/GROUP LEADER

---

DEPARTMENT:	REPORTS TO:	Production Supervisor
DIVISION:	FLSA STATUS:	Nonexempt
JOB CODE: 7050	EFFECTIVE DATE:	05/09/2024

---

### JOB SUMMARY

Lead, direct, and coordinate day-to-day production operations on an assigned shift by overseeing and ensuring standard operating procedures, organizational policies, and industry regulations.

### QUALIFICATIONS

#### Education/Experience

High school diploma or GED, plus a minimum of three (3) years of experience in a manufacturing or production environment.

Supervisory experience, a plus.

#### Knowledge/Skills/Abilities

**Technical/Labor Skills.** Ability to take precise measurements and safely use hand-operated and power tools.

**Leadership.** Ability to directly supervise/coach staff in teamwork and process improvement, foster quality focus and assist in development of Team Member skills. Ability to build a culture of tolerance, acceptance, and civility by setting an example to staff.

**Core People Skills.** Ability to positively interact and work collaboratively with a diverse group of people at all levels of the organization. Genuine with high ethical standards and values, and personal integrity and honesty. Ability to apply a large measure of common sense to a variety of situations. Knowledge of quality, health and safety standards and compliance.

**Communication Skills.** Ability to speak clearly and persuasively in positive or negative situations, listen and obtain clarification, and respond well to questions. Proficiency in writing clearly and concisely and editing work for spelling and grammar. Ability to vary writing style to meet business needs.

**Computer/Applications Skills.** Proficient computer skills and working knowledge of Microsoft Office including Word, Excel and PowerPoint. Ability to understand and utilize various machining, production and logistics software.

**Core Business Skills.** Knowledge/understanding of manufacturing control systems. Ability to exercise sound judgement and discretion in handling of proprietary and confidential information. Ability to work independently, without significant direction and to use resources effectively to "figure it out". Strong critical thinking skills, judgment and keen attention to detail and accuracy.

**Flexibility.** Exhibit flexibility in work schedule and perform beyond a normal workday. Occasional evening and weekend work may be required as job duties demand. Ability to travel, as needed, for training purposes.

**Professional Investment.** Demonstrated commitment to own personal professional development and learning.



## ESSENTIAL FUNCTIONS/RESPONSIBILITIES

1. Effectively assist Production Supervisor with the management of Team Member production activities to achieve organizational goals, and coordinate, motivate and support Team Members, to include:
  - a. Organizing and prioritizing the usage of labor, materials, and support services to meet quality standards and production schedules.
  - b. Providing technical guidance, coaching, training, and troubleshooting.
  - c. Assisting in the resolution of personnel issues, redirecting complex issues to supervision and HR in a timely manner.
  - d. Ensuring production goals and key performance indicators are achieved, and products are made to specifications and shipped on time.
2. Precisely follow production schedule(s) and effectively prioritize and adjust production based on business needs to ensure customer satisfaction; promptly escalate issues to the Production Supervisor.
3. Implement and execute standard operating procedures for production operations, reviewing, determining, and implementing improvements to the production process, as needed.
4. Effectively communicate with supervisor(s) at beginning and end of shift regarding the flow of materials through the shop from receiving to shipping. Suggest recommendations for improvement, as needed.
5. Ensure effective communication of goals, objectives, and expectations to Team Members throughout assigned department, and collaborate with other departments and support personnel within and outside of the facility.
6. Serve as a role model in areas such as professionalism, service orientation, continuous improvement, and commitment to organizational goals and objectives.
7. Foster a culture that guides Team Members towards operational excellence while acting with integrity and ethics.
8. Create a work environment that empowers Team Members by actively recognizing, rewarding, and reinforcing accomplishments and positive actions.
9. Continuously ensure proper use of equipment and Personal Protective Equipment (PPE) and take appropriate corrective measures when necessary.
10. Identify new applications, innovations, quality and/or safety improvements and present recommendations to management.
11. Ensure all operational activities are performed in compliance with federal, state and local regulations.
12. Promote positive Team Member and customer relations by supporting Pyrotek's commitment to a working environment of tolerance, acceptance, and civility. Respond appropriately to inquiries, concerns, and complaints by being professional, courteous, and respectful at all times.
13. Maintain regular, consistent, reliable, punctual, and predictable attendance, as required to achieve internal and external customer satisfaction.
14. Actively and positively participate in problem resolution, demonstrating constructive communication, timely response, and effective resolution skills. Work effectively within team environments both within your department and across the organization.
15. Cooperate and comply fully with all Pyrotek policies and procedures. Actively support and follow the Pyrotek Safety Program.
16. Participate in company/department meetings, training activities, continuing education programs and other associated activities.



- 17. Consistently promote and communicate Pyrotek’s core values through work performance and excellent customer service.
- 18. Perform other tasks as assigned.

**PHYSICAL/SENSORY REQUIREMENTS**

*The following physical activities described here are representative of those required by a Team Member to perform the essential functions of this position. Reasonable accommodation, if feasible, will be made to enable individuals with disabilities to perform the functions of position.*

While performing the duties of this job, the Team Member is regularly required to talk or hear. The Team Member frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The Team Member is occasionally required to sit, stoop, kneel, or crouch. The Team Member must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 85 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**WORKING ENVIRONMENT**

While performing the duties of this job, the Team Member is frequently exposed to fumes or airborne particles, moving mechanical parts and vibration. The noise level in the work environment and job sites can be loud. Personal Protective Equipment (PPE) such as approved footwear, respirators, and safety glasses/goggles may be required.

\_\_\_\_\_  
Team Member’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager’s Signature

\_\_\_\_\_  
Date