

## 1. INTRODUCTION

- 1.1. The purpose of maintaining job descriptions is to define the basic function, reporting relationships, responsibilities, duties, and performance measurements of all positions within Upac2, Inc

## 2. BASIC FUNCTION

- 2.1. The basic function of the Production Lead is to assist the Production Supervisor by operating the roll fed machines. The Production Lead will also be required to accomplish various other tasks in the production area such as maintenance, supplying materials, or quality control.

## 3. REPORTING RELATIONSHIPS

- 3.1. See [SOP500.02 Organizational Chart](#) for reporting details.

## 4. REQUIREMENTS

### 4.1. Education

- 4.1.1. **Required** – A high school diploma.
- 4.1.2. **Preferred** – Vocational degree in automated equipment.

### 4.2. Licensing/Registration/Certification

- 4.2.1. **Required** – None
- 4.2.2. **Preferred** – None

### 4.3. Experience

- 4.3.1. **Required** – 1-3 years work experience in related job area.
- 4.3.2. **Preferred** – 1-3 years exposure to production thermoforming.

### 4.4. Skills/Knowledge/Abilities

- 4.4.1. Needs mechanical abilities especially pneumatics, hydraulics, and electronics. Must demonstrate a mechanical aptitude and good judgment when troubleshooting.

### 4.5. Physical

- 4.5.1. **Body Positions** – Standing and sitting in the production area.
- 4.5.2. **Body Movements** – Walking, bending, reaching, stooping, squatting, lifting, pushing, pulling in various positions. Lifts up to 60 lbs. occasionally.
- 4.5.3. **Body Senses** – Must see well enough to identify part contamination which is 0.015" - 0.030" in size. Must hear well enough to discuss work in the production area with the existing ambient machine noise levels.
- 4.5.4. **Dexterity/Coordination** – Uses hands for firm grasping and fine manipulation. Must use feet in movement as in operating foot controls.
- 4.5.5. **Clothing** – For safety, the machine tender must wear shirt and shoes at all times. Loose clothing with long tails, scarves, or high fiber materials will not be allowed. Shoes must fit well so that frequent standing and walking can be accomplished comfortably.

### 4.6. Mental

- 4.6.1. **Mathematics** – Needs basic math skills. Must understand addition, subtraction, multiplication and division, in order to obtain reliable finished part counts. Must read and interpret weight measurements on a scale.
- 4.6.2. **Language** – Ability to read and write English so that he/she can understand printed work instructions, labels and quality sheets. Ability to speak English well enough to communicate with fellow workers and understand job information.

**5. WORKING CONDITIONS**

- 5.1. Works on a production floor that is well lighted. Temperature in the production area can increase to 110 degrees Fahrenheit. Noise levels are constant, but do not exceed OSHA d.b.a. limits.

**6. AUTHORITY**

- 6.1. The Production Lead is appointed by the Plant Manager and is given the authority to:
  - 6.1.1. Assign work and instruct machine operators working on the inline & sheet fed thermoformers.

**7. RESPONSIBILITIES AND DUTIES**

- 7.1. Operating roll fed machines within established cycle times, customer quality requirements, and established scrap rates. If any of these parameters is not being met you must stop.
- 7.2. Operating the roll fed thermoformers within established parameters.
- 7.3. Set up of roll fed equipment according to machine setup instructions.
- 7.4. Adjusting machine controls within limits and according to work instructions.
- 7.5. Supporting machine operators by giving relief when appropriate.
- 7.6. Moving materials such as gaylords of scrap and rolls of plastic to and from the warehouse.
- 7.7. Monitoring quality on a continuous basis and recording inspections according to quality requirements.
- 7.8. Monitoring the output to assure that the scrap does not exceed the limits recorded on the job jacket.
- 7.9. Reading and understanding all quality requirements explained by the quality sheet in job jacket.
- 7.10. Tear down of roll fed equipment upon completion of the job, according to run completion work instructions, and closing with a thorough, accurate end of the job evaluation.
- 7.11. Maintenance of these machines according to specifications.
- 7.12. Assisting with the set up, operation and maintenance of other equipment when necessary.
- 7.13. Following special work instructions and operating conditions within the clean room areas.
- 7.14. Supervising the production area in the absence of the production supervisor.
- 7.15. Accomplishing any other duties which may be assigned by your immediate supervisor.
- 7.16. Protects and moves tooling between tool racks and production. All tooling is returned to tool racks when completed.

**8. OTHER JOB CRITERIA**

- 8.1. Shows willingness to work above assigned duties.
- 8.2. Shows cooperative, helpful attitude.
- 8.3. Demonstrates kindness and is considerate of fellow employees.

**9. PERFORMANCE MEASUREMENTS**

- 9.1. The Production Lead will be deemed to be performing in a satisfactory manner when the following have been met and/or exceeded:
  - 9.1.1. Operates thermoforming equipment efficiently and within operating requirements.
  - 9.1.2. Reports and records are complete, accurate and turned in as required.

- 9.1.3. Set ups of thermoforming machines are completed within required time and machine conditions and adjustments are done according to instructions.
- 9.1.4. Has attained at least an average rating on his employee evaluation.