



## Job Description

**Job Title:** Production Team Leader  
**Department:** (029) Administration  
**Location:** (12) Insteel Wire Products, Dayton, TX  
**Reports To:** General Manager  
**FLSA Status:** Exempt

### SUMMARY

Directs and coordinates manufacturing operations of a single shift, to meet company objectives and standards in safety, employee relations, quality, quantity, training, and to coach associates in continuous improvement and processes. Works daily to ensure assigned areas of responsibility manage risk to As Low As Reasonably Achievable (ALARA) in an effort to achieve ZERO HARM.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

**Carries out responsibilities in accordance with the organization's policies and applicable laws.**

Other duties may be assigned.

### Production: (55%)

- Prepares for shift by checking plant conditions with previous shift's Team Leader, orders, and coordinates with Production Support Manger the scheduling of production on machines. Ensures all material supplies are adequate for shift operation.
- Conducts pre-shift meetings: Distributes job assignments and informs employees of changes or events within the company. Communicates plant goals/concerns and safety expectations to associates.
- Checks machines for proper operation and safety devices. Provides training, guidance, and motivation in all aspects manufacturing process.
- Monitors materials used in production. Makes adjustments in computer system as needed.
- Trains lead person in all aspects of position to fill in during Team Leader's absence.
- Checks completed orders. Makes corrections on computer entries as needed. Provides additional training to the employees on the computer system.
- Supervises other employees in absence of their regular supervisor.

### General: (35%)

- Prepares daily reports; production; employee reports regarding counseling, vacation requests, annual performance reviews and purchase requisitions.
- Prepares work orders for maintenance items affecting production such as safety, maintenance and repair, and general facility care and needs.
- Checks Kronos time keeper for exceptions to time and attendance information for employees. Verifies and signs off on employee punches.
- Conducts ZERO HARM safety training and leads tool box safety/information meetings.
- Attends all staff meetings, daily production meetings when required, and scheduled inventories.
- Participates as an active member of the facility's interview and hiring team.

### Quality: (10%)

- Checks quality of finished product early in shift to make adjustments as needed for improvement.
- Knows ASTM requirements for the finished products and ensures that product meets or exceeds requirements.

- Checks and coordinates with Quality Assurance Department on test results for welders and draw machines to ensure that only top quality products are being produced.

### **SUPERVISORY RESPONSIBILITIES**

**Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.**

Directly supervises 10-15 employees in the Production Department. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and counseling employees; addressing complaints and resolving problems.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

#### **Education:**

Broad technical training (high school diploma or equivalent with 5 years supervisory experience) including computer training required at a minimum. Training generally applicable to Business Management and manufacturing methods and techniques. Working knowledge of Microsoft Office required.

#### **Experience:**

A minimum of 3 years work-related experience is required.

### **COMPLEXITY OF DUTIES**

Apply clearly prescribed standard practice, using several procedures, with some decisions required and the use of some judgment.

### **CONFIDENTIAL DATA**

Works with some confidential data which, if disclosed, might have adverse internal or minor external effect.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

None

**PHYSICAL DEMANDS** The physical demands 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, with or without reason accommodation, to enable individuals with disabilities to perform the essential functions of the job.

#### **Frequently (30-70%):**

Stand

Sit

Walk and move around

Use hands to feel, touch, grasp or grip tools, objects, or handles

Talk or hear (normal or corrected).

#### **Occasionally (up to 30%):**

Bend, stoop, kneel, crouch or crawl

Reach overhead with hands and arms

Stretch

Climb or balance

Rotate body from a sitting or standing position

Perform repetitive movements

Lift, carry, push, or pull up to 60 pounds with mechanical assistance as needed

Vision requirements of this job include:

Constant observation  
Near acuity  
Far acuity  
Depth perception  
Distinguish color  
Peripheral vision  
Dim or bright lights  
Frequent change of focus

The use of mechanical controls includes:

Buttons  
Knobs  
Levers  
Cranks  
Pedals

#### **EQUIPMENT USED**

##### **Frequently (30-70%):**

Hand tools  
Calculator  
Computer  
Routine office equipment such as telephone, fax, copier, printer, etc.

##### **Occasionally (up to 30%):**

Vehicles/heavy equipment such as a forklift  
Machinery such as welders, draw machines, and cranes  
Testing devices such as tensile testers  
Measuring devices such as tape measure and micrometer

#### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee is responsible for minimizing accidents within the facility and for following established safety policies and procedures during performance of this job.

Undesirable working conditions

##### **Continuously (70-100%):**

Loud noise  
Dust

##### **Frequently (30-70%):**

Heat (weather and non-weather related)  
Cold (weather related)  
Wet or humid conditions  
Dirt

##### **Occasionally (up to 30%):**

Slippery floors, ramps, etc.  
Vibration  
Outside weather  
Moving/dangerous machinery  
Electrical shock hazard  
Work at heights (i.e. ladder/platform, etc.)

Chemicals (toxic/caustic)  
Vapors, odors, fumes, gases  
Oil, grease, solvents  
Travel

**REQUIRED PROTECTIVE CLOTHING/DEVICES**

**Continuously (70-100%):**

Earplugs/hearing protection  
Safety goggles/glasses  
Safety shoes

**Occasionally (up to 30%):**

Masks  
Harness  
Hard hat  
Gloves