

Slitter Lead

Essential Duties and Responsibilities:

This list is not all inclusive and may be expanded to include other duties and responsibilities as management deems necessary.

- Evaluate and maintain production levels and proper manning levels
- Management of finished goods and WIP inventories
- Administer CI projects to develop an efficient, productive operation
- Maintain employee records and discipline
- Promote and maintain company quality standards throughout every process
- Supervise employees to accurately adjust and correct machine set-ups to product specifications, cut/slit steel coils.
- Train employees to manipulate controls and observe indicators in order to monitor, adjust and regulate speeds of machine mechanisms.
- Monitor machine cycles to confirm products conform to specifications.
- Supervise employees to position, align, and secure arbors, spindles, coils, and mandrels.
- Read orders and schedules to determine machine setup specifications, work sequences, and product dimensions.
- Record machine production as required
- Maximize machine/employee output while minimizing downtime to promote company profit objectives
- Performing General Physical Activities -- Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.
- Communicating with Supervisors, Peers, or Subordinates -- Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Establishing and Maintaining Interpersonal Relationships -- Developing constructive and cooperative working relationships with others, and maintaining them over time.

Requirements:

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.

- Flexibility to work other shifts when needed
- Ability to understand complex written and oral instructions.
- Mathematical and statistical understanding and capabilities.
- Experience with office computer software required, including demonstrated experience with Microsoft Office Suite software packages, such as Outlook, Word, and Excel required
- Use of common measurement equipment to analyze and interpret results.
- Understanding of the process and equipment located in the facility.
- Understanding of company and industry wide quality system requirements.

Educational Requirements:

- 2 years' production supervision required
- 2 year degree preferred
- High School Diploma required