



## Production Line Team Lead Position

**Job Title:** Team Lead (Wall, Floor, Truss Lines, Shipping/Receiving, Warehouse)

Reports To: Production Line Supervisor  
FLSA Status: Hourly  
Prepared Date: June, 2011 – revised July, 2014  
Department: Wall, Floor, Truss line

**Essential functions performed by a Production Line Team Lead include:**

- Promotes company values and leads by example in safety, quality and motivation.
- Good coaching and training practices
- High level of knowledge for production line (all duties) and products used.
- Ability to read and define blueprints accurately.
- Meets production schedules while continually striving to improve processes to increase safety, quality and efficiency.
- Leads in building quality houses by monitoring workmanship, inspecting and making corrections and improvements.
- Checks JES's and provides corrective action and prevention.
- Forklift operator license
- Promotes safety through correct use of tools and equipment. Enforces all safety regulations and disciplines safety infractions. Performs weekly and monthly safety inspections.
- Promotes plant cleanliness through proper housekeeping techniques
- Computer skills required

**Supervisory Responsibilities**

Directly leads/supervises employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining 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, traits and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Successful Team Leaders will require the following knowledge, skills and traits

**Knowledge**

- Knowledge of all products used

**Skills**

- Forklift operator license
- Ability to diagnose and correct errors.
- Computer skills – Microsoft suite





### **Description of Physical Demands**

The physical demands described here 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 to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, use hands to handle or feel and reach with hands and arms. The employee is frequently required to sit and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 50 lbs.

