



Advanced Frontline Leader

Job Band: 6

Effective Date: 1/22/2010

Revision Date:

Description

The Frontline leader provides leadership to enable individuals and the team to excel at meeting all safety, quality, and productivity expectations and goals. The Frontline leader will be accountable for establishing an engaged workforce characterized by mutual trust, open communications, teamwork, and recognition that positively impact the team's total performance.

The position reports to: This position reports to the Operations Leader. The incumbent will have several team with several other functional support team members to execute operational plans developed to support plant goals and customer satisfaction.

Responsibilities

1. Live the Safety stand, adhere to the safety responsibilities.

Metrics

- Implement a personal safety action plan and review with leader
- Drive a zero injury culture through hazard recognition/elimination and behavior based safety initiatives.
- Lead direct reports by modeling and instituting individual and team safe work habits and behaviors.
- Ensure direct reports are fully engaged and trained for all necessary training required to safely perform all job tasks and any non-routine work.

2. Ensure achievement of manufacturing goals through the use of effective leadership, employee engagement and team building.

Metrics

- Safety
- Quality/Customer concerns
- OE
- Scrap
- Overtime

3. Manage the performance of direct reports through proper training, coaching and development to drive attainment of operating metrics.

Metrics

- On-time delivery of performance evaluations
- Initiate corrective action documentation as required
- Execution of development plans
- Employee Training

4. Administer plant policies in a consistent manner to ensure a positive work environment and ensure accountability at all levels.

Metrics

- # of Employee relations issues/concerns
- Employee feedback/surveys



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5. Provide operational/technical expertise to proactively remove barriers that could affect the team from optimizing its performance.

Metrics

- Safety
- Quality/Customer concerns
- OE
- Scrap
- OT

Job Requirements

Experience:

- B.S. Degree in Industrial Technology or other related field
- 3- 5 years direct supervision leading teams in a highly engaged and fast paced environment
- DDI facilitation/training is a plus
- Behavioral based safety experience is a plus

Knowledge and Abilities:

- Ability to lead and develop individuals as well as team
- Skilled in cultivating and developing a zero injury culture.
- Lean Manufacturing skills is a plus
- List the specific technical/job specific competency areas for required for success
- Ability to learn and apply a wide array of business, manufacturing, mechanical concepts, product specification information as well as regulatory and policy requirements
- Ability to lead and motivate subordinates, peers, and upper managers
- Critical thinking and problem solving-the ability to weigh various alternatives and utilize sound business judgment when making recommendations and decisions
- Ability to use computers and MS Office business software
- Ability to work any shift pattern and maintain regular attendance at the facility.

Personal Characteristics:

- Communication-the ability to communicate clearly and authoritatively both orally and in writing (in English)
- Excellent listening skills
- Confidentiality-the ability to maintain sensitive information of all types in confidence
- Effectively communicate to all levels of management and all hourly employees

Created:

Approved:



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