



Rocheleau Tool & Die Co., Inc.
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Manufacturer of Blow Molding Machinery · Molds · Automation

JOB DESCRIPTION: TEAM LEADER

Blow Molding Production Facility 10 Stevens Rd., Fitchburg, MA 01420

JOB SUMMARY:

Working leader of production personnel for shift. Guides and trains workers in the development of work routines to achieve desired level of quality and production output. Responsible for meeting established production schedule for shift. Monitors all aspects of the unit's manufacturing processes, quality, equipment, raw materials, workflow, scrap, and other manufacturing initiatives. Run a production line as necessary to cover absences or increased product needs. Assist Plant Manager in employee management to include interviewing, counseling, disciplining, appraising performance and ensuring adherence to company policies and procedures.

JOB DUTIES:

- Supervise personnel working on blow molding machinery and related equipment.
- Assign daily duties to personnel as specified in established production schedule
- Coordinate workflow through all production lines
- Keep accurate tally of all finished products and scrap produced during shift
- Keep accurate record of all machinery shutdowns
- Run production line as necessary
- Assist in writing employee performance evaluations and performance correction notices

SKILLS:

- Exercises judgment on machine line function
- Exercises judgement and discretion in personnel matters
- Knowledge of mechanical, electrical, and pneumatic systems
- High attention to detail and results
- Strong verbal and written (MSOffice) communication skills
- Able to work with no supervision, establish priorities, independently set objectives
- Able to comprehend and evaluate facts and arrive at a decision consistent with company standards and procedures
- Positive attitude and team player
- Complete company provided training as required

PHYSICAL REQUIREMENTS:

- Move finished boxes weighing 50-60 pounds to pallets. May have to lift boxes overhead.
- Move pallets weighing up to 1200 pounds by pushing and pulling with pallet jack.
- Must possess ability to use all types of hand and special tools, gauges, and precision measuring instruments.
- Exercises judgment on quality of parts.
- Stands on concrete floor in LED lighted facility 8 hours per day.
- Ability to work in loud and high temperature environment.
- Ability to clearly communicate with others and follow instructions in English
- Normal or correctable to normal vision and hearing

DISCLAIMER: The above information on this job description has been designed to indicate the general nature and level of work performed by the employee within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of any employee assigned to this job. Nothing in this job description restricts management's right to assign duties and responsibilities to this job at any time. Employment with Rocheleau Tool & Die Co., Inc. is at-will which means the employment relationship may be terminated with or without cause and with or without notice at any time by you or Rocheleau Tool & Die Co., Inc.