**POSITION DESCRIPTION**

**Position Title:** Production Lead

**Reports to:** Senior Manager Physical Infrastructure

**Direct Reports:** None

**Department:** Assembly and Packaging

**Classification:** Regular Full Time

**FLSA Status:** Non-Exempt/hourly

**SUMMARY:**

This position is responsible for the assembly and packaging of product in accordance with ISO standards per work instructions as written and insuring efficient set-up and supply of his or her coworkers in an assigned product area of A&P. Assistance of production employees may include:

Supplying and replenishing raw materials for coworkers in the assigned area, insuring that all production jobs are conducted per the ISO work instructions, inspection and quality assurance of in-process products, inspection and accurate documentation of finished goods, counting finished goods and accurate documentation of part counts, and accurate documentation of labor performed. This employee is Well versed with ISO work instructions for all jobs in the areas of responsibility and able to perform all production jobs as defined by the ISO work instructions. The PL completes production work as much as possible when not completing set up or assisting others. He/she assists with daily scheduling of jobs, tracking of A&P supplies, and maintaining 5-S initiatives within assigned area(s). He/she accurately prepares finished good paperwork for shipment.

**ESSENTIAL FUNCTIONS:**

* Maintain knowledge of ISO work instructions on all jobs being run in the department.
* Properly set up assigned jobs in the department.
* Work with training coordinator to facilitate one-on-one training of production employees.
* Insure all employees are properly trained before completing production work.
* Insure additional training is conducted if an employee is not able to follow the ISO instructions.
* Lead production employees working on specific jobs, including organizing materials for jobs.
* Accurately complete required inspection per the ISO Inspection Sheet.
* Insure timeliness and accuracy of corresponding quality assurance documentation.
* Prepare finished goods and paperwork for shipment.
* Accurately record finished part counts and labor content in the system.
* Assist Production Coordinator with daily work scheduling and associated documentation.
* Assist in the implementation and maintenance of 5-S initiatives
* Conscientiously follow all safety policies and procedures and promptly report safety concerns.
* Perform any and all other duties as assigned.

**KEY COMPITENCIES:**

* Basic computer skills and willingness to learn new software
* Strong interpersonal skills
* Good verbal communication skills
* Initiative and good judgment
* Ability to learn multiple production processes and procedures
* Organizational and time management skills

**REQUIRED EDUCATION/EXPERIENCE:**

* High school degree or equivalent preferred

PHYSICAL DEMANDS:

This position requires long periods of standing and/or sitting. The employee will be lifting and/or moving items up to 50 pounds frequently throughout the day.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and the requirements of the job change.*

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