

Job Identification

Job Title: Production Lead Hand
Division: Bailey Metal Processing Limited
Reports to: Production Manager
Shift: Flexible to work Days/Afternoons

Job Purpose Summary

The main purpose of this position is to ensure the uninterrupted throughput of material within Bailey Metal Processing Limited.

This includes but is not limited to the following:

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- Meeting schedules
 - Working within a team environment, setting an example for hourly Associates
 - Ensuring all aspects of work are done with an eye to Safety, Quality & Productivity.

This position significantly contributes to the overall production of Bailey Metal Processing. If the processes are not operating effectively and efficiently, it may result in loss of production or distribution of products thereby impacting on customer satisfaction. This will have a significant impact on Bailey business and profits.

Responsibilities and Accountabilities

The responsibilities and accountabilities of the position include but are not limited to the following:

- Directing the production staff.
- Safety, quality, productivity, training and reliability requirements.
- Ensuring effective lines of communication are kept open.
- Ensure that the Production Lines are operating efficiently and meeting the schedule.
- Reporting, troubleshooting, addressing any and all issues including safety, production, quality, training & Maintenance.
- Training and mentoring of Production associates
- Controlling the flow of materials to the lines as required. This includes coils to the uncoiler, skids & spacers to the packaging line as well as any other items required.
- Controlling the labelling of Work-In-Process (WIP) & Finished Goods (FG) material. This includes the control of back-to-stock items.
- Ensuring Production Reports are completed in a timely manner and are accurate.
- Reconciling Packaging Reports and that any scrap over 3% is accounted for.
- Ensuring Internal Non Conformance Reports (INCR) are generated as applicable and inventory items are controlled.
- Continuous improvement activities.
- Maintain a clean organized work area. A place for everything and everything in its place.
- Set an example for all associates by working in a safe manner, abiding all H&S policies and procedures.
- Perform all tasks in a safe manner, using good judgement.

- All other tasks & duties as assigned by the Production Supervisor and/or Plant Manager.

Qualifications

- Post-Secondary Education Required.
- Thorough knowledge of plant and machine operations with emphasis on processing, packaging
- Troubleshooting, mechanical dexterity and analytical skills are required.
- Self-motivated, results-oriented, possess high degree of initiative, and works well under pressure
- Excellent communication skills including speaking and writing in English.
- Experience in successful leading, coaching, motivating and developing a team in a “hands on” environment.
- Proficient in MS Office, Word, Excel.

Working Conditions

- Work in a fast-paced environment.
- Able to physically lift material up to 50 pounds.
- Able to work overtime as required.