



JOB DESCRIPTION

Title: Production Lead

Date: July 1, 2025

Classification: Hourly (Non-Exempt)

Reports to: Vice President of Operations

Job Summary:

Supervise, direct, and assist all personnel at fin tube welder, tube bender, and small parts area in their daily operations. Oversee and adjust the use of personnel, materials and equipment to maintain optimum throughput as well as making an individual contribution to production.

Responsibilities:

- Follow and enforce company rules and policies outlined in the company's Handbook
- Monitor all work, assuring that personal protective equipment is available and properly utilized by all production personnel
- Promote and assist with safe working conditions. Where applicable, provide safety recommendations and plan for implementation, to eliminate recognized safety hazards. Ensure that all employees follow safety rules and policies
- Maintain assigned area in a clean, orderly and professional manner (housekeeping, clear walkways, proper material storage, etc.)
- Maintain positive employee relations through effective communication and recommendations for training and/or discipline when needed
- Responsible for accuracy of work from each workstation within the department, and the proper and efficient completion of production tasks
- Assure proper equipment is available at each station to properly and efficiently complete tasks
- Communicate regularly with the V.P. of Operations concerning production schedules to assure timely completion of product by deadlines. Bring any and all hindrances to meeting weekly production expectations to the attention of the V.P. of Operations immediately
- Coordinate and execute production activities, with peers and subordinates, to maintain positive product flow through the shop
- Continually look for and evaluate opportunities to improve efficiency and productivity
- Train, equip, and motivate production personnel to achieve weekly throughput goals
- Recognize potential constraints to production and propose solutions
- Perform other job duties as assigned

Skills/Abilities Required:

- Must be able to read and understand blueprints
- Strong written and verbal communication skills and interpersonal skills
- Good problem-solving, job planning, and execution skills
- Must have a good working knowledge of welding and manufacturing
- Must have at minimum a high school diploma or equivalent and at least 5 years' experience in manufacturing, metal fabrication, or related fields with previous leadership experience
- Capable of regular and reliable work attendance
- Full use of both hands and feet, the ability to grasp, stoop, squat, climb or perform these duties with reasonable accommodation