

## **Team Trainer-Forging**

### **JOB SUMMARY:**

The Team Trainer will be responsible for training new operators, as well as, the retraining of current operators. The primary objective of the Team trainer will be to ensure new team members have all of the skills and training necessary to operate our Carlo Salvi parts former. In general, this will include understanding the safe operating of the equipment, quality requirements of the parts manufactured, proper measuring techniques, and all other production aspects of the machine. It also includes an understanding of how to manufacturing the range of SPR's that we make at Henrob.

### **ESSENTIAL DUTIES:**

- Train new team members on work instructions and forms per process control plan
- Train all newly hired operators on SPC software and measuring techniques and equipment
- Can read and understand steel-labels and lot-control tags
- Ability to use and analyze micrometers, calipers and all other measuring devices
- Teach and apply the use of cold forming principles
- Attend any and all continuous trainings and apply to process
- Identify and train operators on the difference in wire size
- Grip and operate various hand tools including, electric grinder, bolt cutters, and wrenches
- Assist operators with technical machine issues throughout the day
- Work with Henrob Group companies on technical issues
- Troubleshoot quality issues during production
- Transition to production operations if no new trainees are in the plant
- Assist leader in production operations as required
- Participate in the interviewing of new production operators
- Follow 5-S principles
- Safe operation of powered industrial trucks

### **REQUIRED KNOWLEDGE AND SKILLS:**

- Good oral and written communication skills
- Understanding that Safety and Quality come first
- Ability to understand and operate machine controller
- Ability to understand and measure parts using appropriate measuring tools
- Basic computer skills including knowledge of excel
- Basic mathematic skills including use of decimals and fractions
- Punctual, reliable and team-oriented
- Positive attitude

### **EDUCATION OR QUALIFICATIONS:**

- High School diploma or Equivalent

**PHYSICAL REQUIREMENTS (AS APPLICABLE):**

- Able to lift up to 50 lbs. regularly
- Must be able to move around production area, including standing and bending
- Must have good visual acuity to read and use operations software system
- Push or pull tool/welding kits
- Occasionally crouch or bend to operate controls (lower than 36” from ground)

**TALENT FRAMEWORK**

Individual Contributor

## **Trainer - Collation**

### **JOB SUMMARY:**

The Trainer will train new operators, transfers to the department, and the retraining of current operators. The Team Trainer helps ensure operators are trained to the highest standards and able to contribute to the safe, efficient, and accurate production of rivets.

### **ESSENTIAL DUTIES:**

- Lead by example, always conveying that Safety is first and Quality is right the first time.
- Create an inclusive environment for all new hires checking-in during their first 6 months of employment to provide a welcoming start.
- Be a brand ambassador for Atlas Copco.
- Develop and deliver training materials including manuals, presentations, and hand-on training to new collation operators.
- Provide guidance to operators to ensure they follow all safety guidelines.
- Use training material and knowledge to demonstrate how to operate collation machines, perform machine changeovers, and inspect for quality and conformance to specifications.
- Provide ongoing support and constructive daily feedback to operators to help them develop the skills required to be successful in the role.
- Recognize when an employee is having difficulty completing tasks and be able to adjust training methods to different learning styles.
- Collaborate with other members of the production team to ensure that all operators are trained to the highest standards and can contribute to the success of the company.
- Train team members on work instructions, forms per process control plan and work instructions.
- Transition to production operations with an acceptable level of output depending on the training needs required.
- Address/escalate performance concerns.
- Assist Team Leader in production operations as required.
- Help interview job applicants and make hiring recommendations.
- Follow and train on 5-S principles, shift changeover and all operating procedures in the work zone.

## **REQUIRED KNOWLEDGE AND SKILLS:**

- Excellent track record training employees in Collation operation
- Good oral and written communication skills including the ability to communicate technical information and instruction while demonstrating and teaching
- Strong coaching and mentoring skills
- Demonstrated commitment to safety and quality control standard
- Collaborates well at all levels including members of the production team
- Demonstrates lessons learned in the Train the Trainer course offered by Human Resources
- Consistently demonstrates that Safety and Quality come first
- Minimum 1 year experience in Collation
- Basic computer skills including knowledge of excel
- Basic mathematic skills including use of decimals and fractions
- Punctual, dependable, and team-oriented
- Professional, positive attitude, high level of self-accountability

## **EDUCATION OR QUALIFICATIONS:**

- High School diploma or Equivalent

## **PHYSICAL REQUIREMENTS (AS APPLICABLE):**

- Able to lift up to 35 pounds using a life assist cart
- Must be able to move around production area, including standing and bending
- Must have good visual acuity to read and use operations software system
- Occasionally crouch or bend (lower than 36" from ground)

## **TALENT FRAMEWORK**

Individual Contributor

