

## **Team Lead – Forging**

### **JOB SUMMARY:**

The cold forging team lead is responsible for directly supervising and coordinating the daily production activities of the cold forging operators.

### **ESSENTIAL DUTIES:**

- Ensure that the daily history sheets, manufacturing f-packs and all other related paperwork are filled out accurately
- Record all data, using up-to-date forms and internal systems
- Update forging machine status report
- Manage team schedules/distribute new jobs to the work area
- Electronically process finished goods through a centralized business software system (SYSPRO)
- Consult with other supervisors to coordinate operations and activities within or between departments
- Ensure that all machines run to their maximum potential in order to reduce unplanned stops and tooling changeover times
- Coordinate and assist preventive maintenance duties with the maintenance department
- Train new team members on work instructions and forms per process control plan
- Address any employee related issues that come up during the shift, with assistance from department supervisor / manager, as needed.
- Assist operators with technical machine issues throughout the day
- Work with other Henrob Group companies on technical issues
- Ensure daily production targets are met
- Use work orders and other documentation to manufacture mechanical fasteners
- Participate in the interviewing of new production operators
- Manage proper stock of critical raw materials

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

- At least one year of work experience as a Forging Operator
- Able to perform machine changeovers on multiple styles of rivets
- Excellent troubleshooting of machine problems and rivet quality issues
- Excellent verbal and written communication skills
- Full understanding of Safety and Quality procedures
- Basic computer skills
- Knowledge of arithmetic, excel, and basic algebra
- Professional approach and team oriented
- Able to lift up to 50lbs.

### **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)

**ATLAS COPCO CORE COMPETENCIES:**

- Atlas Copco Way
- Planning and Execution
- Interaction
- Self-Management
- Customer Orientation/Focus

## **Team Lead – Plating and Heat Treat**

### **JOB SUMMARY:**

The Plating and Heat Treat Team Lead is responsible for directly supervising and coordinating the daily production activities of the Heat Treat & Plating Operators and coordinating with other areas of rivet production.

### **ESSENTIAL DUTIES:**

- Ensure the daily history sheets, manufacturing f-packs and all other related paperwork are completed accurately and timely
- Record all data, using up-to-date forms and internal systems
- Update Heat Treat & Plating machine status report
- Manage team schedules/distribute new jobs to the work area
- Electronically process finished goods through a centralized business software system (SYSPRO)
- Consult with other supervisors to coordinate operations and activities within or between departments
- Focus on reduction of unplanned stops and recipe changeover to ensure maximum machine uptime
- Coordinate and assist preventive maintenance duties with the maintenance department
- Train new team members on work instructions and forms per process control plan
- Address any employee related issues that come up during the shift, with assistance from department supervisor / manager, as needed
- Assist operators with technical machine issues throughout the day
- Work with other Henrob Group companies on technical issues
- Ensure daily production targets are met
- Use work orders and other documentation to manufacture mechanical fasteners
- Participate in the interviewing of new production operator candidates
- Work with suppliers on technical issues
- Manage proper stock of critical raw materials
- Additional duties may apply

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

- At least one year of work experience as an Operator.
- Able to perform machine changeovers
- Ability to troubleshoot machine problems or quality issues.
- Excellent verbal and written communication skills
- Full understanding of Safety and Quality procedures
- Basic computer skills
- Knowledge of arithmetic, and basic algebra
- Professional approach and team oriented
- Able to lift up to 50 lbs. periodically, in a safe manner

### **EDUCATION OR QUALIFICATIONS:**

- High School diploma or equivalent

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

- Must be able to lift up to 50 lbs.
- Must be able to lift up to 100 lbs. with assistance occasionally
- May be required to work bend or work above shoulders for routine cleaning periodically
- Climb and descend stairs and ladders
- Standing for duration of shift



**TALENT FRAMEWORK:**

Individual Contributor