

# Job Profile

<b>Job Profile:</b>	Line Leader		
<b>Job Family:</b>	Operations	<b>Sub-Family:</b>	

<b>Position Summary</b>
Ensures Operator compliance to Production Basics (Training, 5S, Equipment Function, Standardized Work, Kaizen). Ensures cell is meeting hourly production rates.

<b>Main Accountabilities</b>
<p><b>5S</b></p> <p>Attending 5S audits in their area and in trans-sectorial audits</p> <ul style="list-style-type: none"> <li>• Planning workshops in his area</li> <li>• Facilitates the implementation of the action plan out of the workshops</li> </ul> <p><b>TPM responsible</b></p> <ul style="list-style-type: none"> <li>• The sustainable implementation of the TPM concept</li> <li>• Attending TPM audits in his area</li> <li>• Doing weekly audits in his line</li> <li>• Tracking the action plan out of the workshops and audits</li> </ul> <p><b>Daily Start Up</b></p> <ul style="list-style-type: none"> <li>• Train associates to standardized work.</li> <li>• Ensures correct OIS, Documentation, and tools are present.</li> <li>• Ensures cell start up checks and documentation is completed.</li> <li>• Inspection of the 1st piece in order to release production</li> </ul> <p><b>Daily Production Run</b></p> <ul style="list-style-type: none"> <li>• Ensures cell is meeting hourly productivity rates.</li> <li>• Ensures all operators are following standardized work.</li> <li>• Ensures all defects and scrap are documented and disposed of correctly.</li> <li>• Stops line if abnormalities are found and determine if standardized work is clear to allow associates to find the abnormalities.</li> <li>• Responsible for rework by analyzing the defect first and perform the repair as soon as possible.</li> <li>• Support line associates when a problem occurs.</li> </ul>

Refer to protection notice ISO 16016

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## End of Production Run

- Shift change communication.
- Ensures cell is clean and prepared for next run
- Ensures Red Bin are emptied at the end of shift
- Update and post all necessary paperwork, charts, and graphs.
- Report all results to Team Leader and recommend any Kaizen activity.

## Key Performance Indicators/Key Result Areas

- Cell compliance to Production Basics, Productivity Results, Quality Results, and 5S.

## Internal & External Working Relationships

- Daily interaction with Team Leaders, Shift Supervisor, and continuous direction to cell associates.

## Job Requirements (Qualifications, Skills, Experience, Competencies)

- High School Diploma/GED
- 1 ~ 3 yrs. Manufacturing Experience
- Working Knowledge of Production Basics
- Understanding of Lean Manufacturing Practices
- 5S

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## Position specifics / Dimension sheet

Scope	Dimension 1	Dimension 2	Dimension 3	Dimension 4

Reporting Line	Direct reports	Number of total staff
Team Leader		

Please provide an orgchart from the SAP Org-Manager

