

Job Description Manufacturing Lead Specialist

SUMMARY

The Manufacturing Lead Specialist 's success directly impacts the advancement of technology and innovation within Hapco. This individual will uphold the standards and expectations set forth by management and is responsible for contributing to the overall success of the manufacturing functions. The Manufacturing Lead Specialist reports directly to the Manufacturing Engineering Manager. This specific position will be second shift or off shift to support equipment and process.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- CNC, G-Code, or other machine programming
- Assist with launching new products into manufacturing.
- Consistently search for ways to improve processes, efficiency, and product quality.
- Troubleshoots manufacturing process and equipment.
- Participates in lean manufacturing methodologies such as Kaizen events and value streams.
- Assists all aspects of multiple projects insuring on-time and under budget project completion.
- Provides representation at project meetings, attendance at pre-manufacturing, pre-fabrication and manufacturing meetings.
- Follow up and report project updates.
- Occasional travel for business purposes may be required.
- Carries out departmental goals consistent with corporate strategic goals.
- Builds positive working relationships both internally and externally.
- Fosters a team-based environment to accomplish company goals and resolve problems.
- Troubleshoot machine programs and make corrections as needed.
- Ability to follow verbal and written instructions with minimal supervision.
- Complies with all company rules, safety policies and procedures.
- Ability to continually prioritize tasks to be completed as required.
- Self-starter and multi-task oriented. Able to work independently as-well-as with others.
- Works effectively to identify and resolve problems or issues.
- Other duties as assigned.
- **IMPORTANT:**
 - Any employee who does not understand any portion of the job description for this position needs to bring that fact to their manager's attention so they can provide further work performance or safety instructions, as needed.
 - This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities which are required of the employee for this job. Duties, responsibilities, and activities may change, at any time, with or without notice.

SUPERVISORY RESPONSIBILITIES

- This position has some supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills and/or abilities required. Skillsets must include business-related computer literacy, analytical problem solving, excellent verbal and written communication, and multi-task-oriented skills.

- Strong manufacturing skills with a solid ability to effectively present information.
- CNC programming experience.
- Excellent working knowledge of Microsoft Excel.

QUALIFICATIONS (Continued)

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- Process and problem investigation experience.
- Excellent communication and organization skills.

EDUCATION AND/OR EXPERIENCE

- A Technical Degree or certificate with a minimum of (5) five years manufacturing experience with related experience and/or training or an equivalent combination of education and experience. Experience with CNC, G-code or other machine programming. Must have supervisor experience.

LANGUAGE SKILLS

- Must possess the ability to communicate effectively one-on-one or in group situations with customers, industry groups and co-workers; utilizing methods to include, but not limited to verbal conversations plus telephone and email communications.

REASONING ABILITY

- Ability to apply common sense understanding while carrying out instructions furnished in written, oral, or diagram form. Possess the ability to deal with problems involving several variables in various situations.

PHYSICAL DEMANDS

- The physical demands described here are representative of those which must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to speak and hear. The employee frequently is required to use hands and fingers to handle or feel objects or controls and reach with hands and arms. The employee is required to stand, walk, and sit. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment includes a manufacturing and an office setting.
- **IMPORTANT:** Eye protection, hearing protection and steel toed shoes are required while present in designated areas of the manufacturing environment.

