



**Job Title:** Team Leader II (Production)  
**Department:** Production  
**Location:** Insteel Wire Products, Dayton, TX  
**Reports To:** Production Manager  
**FLSA Status:** Exempt

### **SUMMARY**

Directs and coordinates manufacturing operations of a single shift, to meet company objectives and standards as to employee relations, safety, quality, quantity, training, and to coach associates in continuous improvement.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

**Carries out responsibilities in accordance with the organization's policies and applicable laws.**

Other duties may be assigned.

### **Production: (40%)**

- Prepares for shift by checking plant conditions with previous shift's Team Leader, orders, and scheduling production on machines. Ensures all material supplies are adequate for shift operation.
- Conducts pre-shift meetings: Checks for absentees, make necessary adjustments; distributes job assignments and informs employees of changes or events within the company. Communicates plant goals/concerns to associates.
- Contacts each employee several times during the shift. Checks machines for proper operation and safety devices. Provides training, guidance, and motivation in all aspects manufacturing process and computer systems, as well as sets a good example.
- Monitors materials used in production. Makes adjustments in computer system as needed.
- Trains lead person in all aspects of position to fill in during Team Leader's absence.
- Checks completed orders. Makes corrections on computer entries as needed. Provides additional training to the employee on the computer system.
- Supervises other employees in absence of their supervisor, keeps supervisor informed after return to production area.
- Recognition of Employees – Carries out company and location recognition programs.

### **General: (55%)**

- Prepares daily reports; production; employee reports regarding , counseling, etc.; purchase requisitions; and work orders for maintenance. Must be familiar with computer software and applications to be used.
- Checks time clock for exceptions and enters vacation, jury duty, holiday hours, etc.
- Conducts safety training and leads monthly safety meetings.
- Attends all staff meetings, daily production meetings, and scheduled inventories.
- Assists Home Office as needed.

### **Quality: (5%)**

- Checks quality of finished product early in shift to make adjustments as needed for improvement.
- Knows ASTM requirements for the finished products and ensures that product meets or exceeds requirements.

- Checks with Quality Assurance Department on test results for welders and draw machines to insure that only top quality product is being produced.

### **SUPERVISORY RESPONSIBILITIES**

**Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.** Directly supervises 20-25 employees in the Production Department. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION and/or EXPERIENCE** The education requirements and experience requirement listed here indicate the minimum basic educational knowledge and the time required by a normal qualified person to perform the job duties of the position.

#### **Education:**

Broad technical training (high school + 1-3 years apprenticeship/applied trades training) including computer training required. Training generally applicable to Business Management and manufacturing methods and techniques.

#### **Experience:**

A minimum of 3 years work-related experience is required.

An equivalent combination of education and work-related experience may be acceptable.

### **COMPETENCIES**

#### Problem Solving:

- Uses rigorous logic and methods to solve difficult problems with effective solutions
- Probes all fruitful sources for answers
- Can see hidden problems
- Is excellent at honest analysis
- Looks beyond the obvious and doesn't stop at the first answer

#### Confronting Direct Reports:

- Deals with people problems quickly and directly
- Delivers feedback effectively
- Doesn't hold back anything that needs to be said
- Doesn't allow problems to fester
- Regularly reviews performance
- Let's people know where they stand
- Is not afraid to take negative action when necessary
- Does not accept excuses as the final answer – pushes for actions

#### Fairness to Direct Reports:

- Treats direct reports equitably
- Doesn't give preferential treatment
- Has candid discussions
- Separates business relationships from personal relationships
- Appreciates the power of having diverse viewpoints represented

#### Listening:

- Seeks first to understand, then to be understood
- Seeks a win-win in communications
- Displays the patience to hear people out without attempting to either agree or disagree
- Can repeat back the facts being communicated
- Can repeat back the feelings being communicated
- Can summarize effectively
- After repeating back information, checks with speaker to see if they have understood
- Does not judge rightness or wrongness of the communication while listening

#### Integrity and Trust:

- Is widely trusted
- Seen as direct, truthful individual
- Can present unvarnished truth in an appropriate and helpful manner
- Keeps confidences
- Admits mistakes
- Views their job as something they own rather than something they are renting-so they take ownership of their performance.
- Doesn't misrepresent their self for personal gain
- Is driven by principles rather than self-serving, shifting values

#### Functional and Technical Skills:

- Has the functional and technical skills to do the job at a higher level of accomplishment
- Takes the initiative to learn important functional or technical skills without being forced
- Picks up on technical things quickly
- Can learn new skills and knowledge
- Does well in technical courses and seminars
- Takes initiative to teach themselves new materials needed for work

#### Motivating Others:

- Creates climate in which people want to do their best
- Assess' each person's hot button and uses it to get the best out of them
- Pushes tasks and decisions down
- Invites input from each person makes each person feel their work in important
- Shares ownership and visibility

#### Perseverance:

- Pursues everything with energy, drive and a need to finish
- Seldom gives up before finishing
- Stays the course
- Views setback as an inevitable part of any task

#### Priority Setting:

- Good time-management skills
- Focuses on mission-critical tasks
- Utilizes the 80/20 rule
- Puts "trivial many" aside
- Eliminates roadblocks
- Efficient with the use of resources

#### Directing Others:

- Is good at establishing clear directions
- Distributes the workload appropriately
- Lays out work in a well-planned and organized manner

- Maintains two-way dialog with others on work and results
- Brings out the best in people
- Is a clear communicator
- Encourages initiative, input, ideas and creativity

Managing and Measuring Work:

- Clearly assigns responsibility for tasks and decisions
- Sets clear objectives and measures
- Monitors process, progress and results
- Uses good time management
- Is organized and uses orderly thinking to accomplish tasks and goals
- Provides regular feedback and recognition

Timely Decision Making:

- Able to make a quick decision
- Makes decisions in a timely manner, sometimes with incomplete information and under tight deadlines and pressure
- Responds quickly to change
- Produces consistent results

Peer Relationships:

- Can quickly find common ground and solve problems for the good of all
- Can represent his/her own interests and yet be fair to other groups
- Can solve problems with peers for good of the organization
- Is seen as a team player and is cooperative
- Easily gains trust and support of peers
- Encourages collaboration
- Can be candid with peers

Safety:

- Models safe behavior
- Requires subordinates to adhere to all safety guidelines and requirements
- Reports, and if possible, corrects potential safety hazards

**COMPLEXITY OF DUTIES**

Apply clearly prescribed standard practice, using several procedures, with some decisions required and the use of some judgment.

**CONFIDENTIAL DATA**

Works with some confidential data which, if disclosed, might have adverse internal or minor external effect.

**CERTIFICATES, LICENSES, REGISTRATIONS**

None

**PHYSICAL DEMANDS** The physical demands described here are representative of those that 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.

**Frequently (30-70%):**

Stand

Sit

Walk and move around

Use hands to feel, touch, grasp or grip tools, objects, or handles

Talk or hear (normal or corrected).

**Occasionally (up to 30%):**

Bend, stoop, kneel, crouch or crawl  
Reach overhead with hands and arms  
Stretch  
Climb or balance  
Rotate body from a sitting or standing position  
Perform repetitive movements  
Lift, carry, push, or pull up to 60 pounds with mechanical assistance as needed

Vision requirements of this job include:

Constant observation  
Near acuity  
far acuity  
Depth perception  
Distinguish color  
Peripheral vision  
Dim or bright lights  
Frequent change of focus

The use of mechanical controls includes:

Buttons  
Knobs  
Levers  
Crankes  
Pedals

**EQUIPMENT USED**

**Frequently (30-70%):**

Hand tools  
Calculator  
Computer  
Routine office equipment such as telephone, fax, copier, printer, etc.

**Occasionally (up to 30%):**

Vehicles/heavy equipment such as a forklift  
Machinery such as welders, draw machines, and cranes  
Testing devices such as tensile testers  
Measuring devices such as tape measure and micrometer

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee is responsible for minimizing accidents within the facility and for following established safety policies and procedures during performance of this job.

Undesirable working conditions

**Continuously (70-100%):**

Loud noise  
Dust

**Frequently (30-70%):**

Heat (weather and non-weather related)  
Cold (weather related)  
Wet or humid conditions  
Dirt

**Occasionally (up to 30%):**

Slippery floors, ramps, etc  
Vibration  
Outside weather  
Moving/dangerous machinery  
Electrical shock hazard  
Work at heights (i.e. ladder/platform, etc.)  
Chemicals (toxic/caustic)  
Vapors, odors, fumes, gases  
Oil, grease, solvents  
Travel

**REQUIRED PROTECTIVE CLOTHING/DEVICES**

**Continuously (70-100%):**

Earplugs/hearing protection  
Safety goggles/glasses  
Safety shoes

**Occasionally (up to 30%):**

Masks  
Harness  
Hard hat  
Gloves