



## Position Description

### **Production Team Leader**

The Production Team Leader supervises adults with developmental disabilities in a manufacturing environment. This position is responsible for providing protective oversight of employees; assisting employees to achieve optimal performance of their assigned tasks and daily goals.

#### Duties:

- Provide training to employees on different job tasks/jobs. Examples of training are modeling, re-teaching and giving corrective feedback.
- Assist with line set ups that best accommodates each employee's abilities while maintaining production efficiencies.
- Provide protective oversight of employees through encouragement by making sure all employees are on task and using safe production practices.
- Utilize Positive Behavior support strategies when working with employees.
- Meet production and quality standards.
- Enter labor, production and quality data.
- Maintain work area in a safe, clean and organized manner.
- Respond appropriately and report any employee behaviors, incidents and/or accidents
- Communicate and problem solve collaboratively with the Program and Production teams in order to assist employees achieve optimal performance and prevent employee related issues.
- Document employee activities as required by Production Department.
- Maintain a professional appearance and demeanor that reflects the company's commitment to quality, continuous improvement and respect for individuals.
- Follow all policies and procedures established by Company.
- Other related duties as directed by management.

Qualifications: High School Diploma or GED required. Basic to intermediate Microsoft Office skills required. Good communication verbal and written skills required. Attention to detail required.

Experience: Prior experience working with people with disabilities or related experience desired. Prior experience in a manufacturing environment desired.

Physical Requirements: 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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to walk; sit; reach with hands and arms;

climb or balance; and stoop, kneel, crouch, or crawl. Using fine and gross motor skills. Ability to reach, turn and twist above and below the waist. Ability to push or pull up to 25 pounds. Lift and carry up to 30 pounds of dead weight. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment: The work environment characteristics will vary depending upon the work environment of the customer. Specific characteristics, representative of those an employee will encounter while performing the essential functions of the job will be described. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.