

**Job Title:** Welding Leader - 1<sup>st</sup> and 2<sup>nd</sup> shift (2 Positions)

**Position Summary:**

Oversee the day-to-day functions of the Cold Stamp Operators under the direction of the Supervisor. Assist and work as a part of the production team by performing quality control checks, moving parts into and out of the work area, and running production when needed. Responsible for all workers assigned to his/her specific work area. Additionally, responsible for the safety and productivity of all production employees staffed on designated shift

**Essential Responsibilities:**

- Read and analyze work orders, production schedules and other records and reports to determine production requirements.
- Plan and establish work schedules, assignments, and production sequences to meet production goals.
- Plan flow of materials through Welding Team.
- Inspect materials, products, or equipment to detect defects or malfunctions. Adjust machines and equipment as needed.
- Daily communication within Welding Team to assure quality production and employee involvement.
- Interface with others in the organization to ensure customer deadlines are met.
- Inspect and measures parts and products to verify conformance to specifications.
- Provide assistance wherever and whenever necessary to meet production goals.
- Work with other departments in resolving tooling or machine problems.
- Responsible for training and coaching employees.
- Develop, recommend, and implement measures to improve production methods, equipment performance, and quality of product.
- Suggest changes in working conditions and use of equipment to increase efficiency of shop, department, or work crew.
- Analyze and resolves work problems, or assist workers in solving work problems.
- Inspects material.

**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 Experience:**

High school diploma or GED preferred.

3+ years of experience operating welding & assembly or in a related area