

## Production Team Leader job description

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<b>Date Posted:</b>	May 28, 2010	<b>Shift:</b>	1 <sup>st</sup> /2 <sup>nd</sup> /3 <sup>rd</sup> Shift
<b>Location:</b>	Singapore	<b>Days/Hours:</b>	Monday-Friday 7:00am-3:30pm (1 <sup>st</sup> shift) Monday-Friday 3:00pm-11:30pm (2 <sup>nd</sup> shift) Sunday-Thursday 11:00pm-7:30am (3 <sup>rd</sup> shift)
<b>Department:</b>	Production	<b>FLSA Status:</b>	Hourly
<b>Reports To:</b>	Production Supervisor		

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### General Summary

This position is responsible for the safety and productivity of all production employees staffed on designated shift, as well as plant security. Additionally, the Team Leader position is accountable for ensuring that production scheduled for completion is executed in a timely manner and within all quality parameters and for participation in both the hiring and performance management processes.

### Primary Responsibilities

- Ensure the safety and productivity of all employees assigned to designated shift
- Ensure security of facilities during designated shift hours
- Enforce all safety and processing procedures
- Enable effective communications between management and operators
- Train new employees and coach existing employees
- Maintain a clean and safe work place in accordance with 5S protocol
- Investigate and report all incidents (spills, accidents, poor performance, OOBs/NCBs)
- Manufacture and pack products as necessary
- Suggest and implement cost-saving ideas
- Perform related duties as assigned or as the situation dictates

### Required Competencies, Knowledge, Skills and Abilities

- Quality Control lab testing
- Intimate operating knowledge of all available processing equipment and processes
- Knowledge of wastewater processing and Bluewave processing protocols
- Ability to motivate others to meet demands established by the schedule
- In depth understanding of established Michelman values and strategy
- Basic understanding of computers
- Good oral and written communication skills
- Basic math skills

### Education and Experience

- Two years of Elevated Temperature Processing Operator experience preferred
- Forklift certification preferred

### Physical Demands and Work Environment

- Must be able to climb stairs, stand for extended periods of time, and safely lift up to 100lbs
- Must be able to wear required Personal Protective equipment (PPE) for extended periods of time
- Must be able to pass Pulmonary Function Test
- Must be able to operate forklift safely
- Must show proficiency in the operation of all necessary equipment

### **Note:**

The statements above are intended to describe the general nature and level of work being performed by people assigned to the job. They are not construed to be an exhaustive list of responsibilities, duties and skills required of personnel in the job. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

**To apply**

Resume and cover letter with salary history and requirements can be e-mailed to:

**Ken Wigton**  
HR Manager  
[kenwigton@michelmaninc.com](mailto:kenwigton@michelmaninc.com) – E-mail

*No relocation will be provided – no phone calls please.*

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It is Michelman, Inc. policy to seek and employ qualified persons in all jobs in a manner which will ensure equal employment opportunity as well as administer personnel actions in a manner as to not discriminate against any person on the basis of race, religion, national origin, age, sexual orientation or disability. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.