



JOB DESCRIPTION

Job Title: Digital Finishing Lead

Facility: Brooklyn Park

Department: Finishing

Reports to: Finishing Manager

SUMMARY

Assists the Department Manager in the day-to-day activities needed to run the Digital Finishing department.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following. Other duties may be assigned as needed.

- Plans, assigns, and directs the work of other employees in department including scheduling, overtime and arranging temporary labor as needed.
- Ensures the quality of work in department.
- Ensures employees are on task, procedures are followed, and deadlines are met.
- Addresses complaints, resolves problems, assists troubleshooting and making recommendations on difficult jobs.
- Trains employee as needed (regarding safety, timecards, tickets, etc.).
- Communicates continuously with Digital Operations Manager on job status, schedule, production problems, safety, and/or employee problems.
- Acts on Digital Operations Manager's behalf when manager is absent.
- Follows job description and responsibilities of Digital Finishing Machine Operator.
- Understand your role in the companies' Quality Management System regarding ISO.

QUALIFICATIONS

- High school diploma or equivalent.
- 5 years of experience (operator/lead).
- Good interpersonal/communication skills (ability to provide clear directions and answer questions, works closely with other departments).
- Ability to identify alternative solutions to resolve scheduling conflicts and production issues.

PHYSICAL REQUIREMENTS

- Constant standing, reaching, pushing, pulling, lifting, and repetitive motions.
- Frequent walking, stooping, crouching, fingering, and grasping.
- Occasional sitting, balancing, and kneeling.

Occasional: Occupation requires this activity up to 33% of the time (0 - 2.5 hrs/day of 8 hour day)

Frequent: Occupation requires this activity from 33%-66% of the time (2.5 - 5.5+ hrs/day of hour day)

Constant: Occupation requires this activity more than 66% of the time (5.5+ hrs/day of 8 hour day)