



JOB DESCRIPTION

Job Title: **Finishing Department Lead**

Facility: **Brooklyn Park**

Department: **Finishing**

Reports to: **Finishing Manager**

SUMMARY

Assists the Director of Manufacturing in the day-to-day activities needed to run the 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 trouble-shooting and making recommendations on difficult jobs.
- Communicates continuously with Director of Manufacturing on job status, schedule, production problems, and safety and/or employee problems.
- Adjusts work assignments to accommodate production schedule changes as required to meet customer needs.
- Achieves production according to the schedule and informs Client Services/Sales of any jobs that may not meet the schedule.
- Establishes maintenance procedures and assures maintenance is performed and recorded.
- Guarantees accurate reporting of materials and machine counts.
- Reviews departments Non-Conforming Materials.
- Recommends hiring and dismissal of employees for the departments to the Director of Manufacturing.
- Communicates discipline problems to the Director of Manufacturing and implements disciplinary actions as approved by the Director of Manufacturing.
- Submits shift staffing, promotion and raise recommendations to the Director of Manufacturing.
- Cross-trains employees to achieve personal and departmental depth and value.
- Provides guidance and instructions to employees on work assignments and directly supervises all Bindery staff to ensure tasks/jobs are completed to adhere to pertinent deadlines.
- Supports and assists Director of Manufacturing with planning and production scheduling.
- Motivates, aligns/re-aligns team members to new/different workstations reassuring optimum productivity is at a safe and consistent level.
- Assists Director of Manufacturing in analyzing production workflow, bindery production methods and processes to continuously advance productivity and quality.
- Maintains technical competence and that of their team.
- Performs quality sample checks.
- Supports Director of Manufacturing in promoting a dynamic safety culture, and assists with any safety training for team members, and observes team members working safely.
- Reports any and all incidents, accidents, or near misses to Director of Manufacturing and assists with any incident investigations.
- Ensures employees are cognizant and comply with all company policies/procedures, safety work rules and regulations and reports any violations to Director of Manufacturing.
- Ensures Bindery employees are appropriately equipped, have the required materials on hand, organized and replenished.

- Reports any and all workplace hazards to management immediately.
- Wears all assigned Personal Protective Equipment (PPE) when required.
- Maintains departmental housekeeping standards, such as keeping floors swept and absent of debris that may be a work hazard.
- Provides thorough training to employees including but not limited to new hires, transfers, and newly promoted employees as needed.

QUALIFICATIONS

- High school diploma or equivalent.
- At least 5 years previous experience as a Bindery Equipment Operator, utilizing bindery finishing equipment such as Sabre/Polar cutters, MBO folders and Muller Martini Saddle Stitchers.
- Good Interpersonal/Communication Skills (Ability to provide clear directions and answer questions, works closely with other departments).
- Good troubleshooting and problem-solving skills with a mechanical and production bias.
- Ability to identify alternative solutions to resolve scheduling conflicts and production issues.
- Strong attention to detail.

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)