

	2nd Shift Lead	Page 1 of 4
		AD4010
		Rev: A

Printed Document is Uncontrolled

DEPARTMENT: Operations

REPORTS TO: TBD

1.0 POSITION SUMMARY:

Habco Industries is a key provider of products and services that serve the Aerospace Industry. With multiple business units, Habco has customers that span both fixed and rotary winged aircraft for both commercial and military applications. Habco’s customers include the largest aerospace OEMs in the world, to end users of the aircraft, in addition to maintenance, overhaul and repair. Habco is a Lean focused, rapidly growing company that started in 1970 and has tripled sales in the last five years. It is a fast paced environment with a “work hard, play hard” mentality.

The 2nd Shift Lead will be required to work in multiple areas of the production floor to ensure appropriate supervision of operations within the facility during the assigned shift. This position is a hands-on position within the production area and will require extensive training on 1st Shift as it relates to the specific roles and responsibilities of the position. The hands-on related work will include the following: TPM, clearing the shipping / receiving dock and the related prep for the upcoming 1st shift and materials management. Oversight areas will include the following: QC Inspection, Machining, Electrical & Mechanical Assembly and Fabrication / Welding. The 2nd Shift Lead is required to spend 90% of his day on the production floor.

The responsibility of this position is managing specialized work efficiently, with confidence and competence and requires above average attention to details, concern for the exact correctness of work, and strong commitment to tasks completed on time. The person in this position will take work seriously, has a strong sense of urgency, and is disciplined.

A somewhat faster-than-average pace will be the norm for this position. Detailed, specialized work is the major focus. The person in this position will require clearly defined work, responsibilities, and reporting relationships, ongoing and thorough training opportunities to develop expertise and increase confidence, and frequently expressed appreciation of the person’s competence, conscientiousness, and loyalty.

The position will generally be task oriented, requiring someone with a conservative, careful, and cautious approach to work.

2.0 PRIMARY RESPONSIBILITIES / DUTIES:

- Monitor workers onsite during production activities to ensure adherence to ethics and safety procedures
- Ensure that products and goods manufactured meet quality standards obtainable in the industry before they are declared ready for use
- Evaluate manufacturing equipment for safety and functionality; routinely inspect machinery and components produced in workstations for quality

Habco is an equal employment opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or protected veteran status.

All candidates must be a U.S. Citizen or currently have a Green Card to be eligible to work in our ITAR environment.

	2nd Shift Lead	Page 2 of 4
		AD4010
		Rev: A

Printed Document is Uncontrolled

- Maintain and actively contribute to the cleanliness and safety levels of the workstation.
- Ensure that all records are updated and accurate as it relates to equipment, parts, raw materials, deliveries and supplies.
- Works in conjunction with the Safety team on all safety aspects related to the production of products and ensure that all safety policies are being adhered to by team members.
- Ensure that work schedules have been developed and communicated for team members and that they are strictly adhered to as required.
- Work as the liaison between team members and management to create and maintain a healthy communication channel.
- Oversee the production flow within the assigned cycles to ensure goals are met, along with making adjustments to the process flow, as needed.
- Ensure that work materials are present when needed and coordinate missing items between departments, scheduling meetings and working together to bring efficiencies to the process.
- Examining job travelers for completeness and quality levels, and making follow-up adjustments and repairs, as needed
- Coordinates with the 1st Shift Managers on all production needs to meet schedule requirements and provide the best use of personnel and equipment on the split shift
- Participates in the interview process for new team members and provides feedback on the annual performance review process.
- Responsible for consistently ensuring a safe, efficient and clean working environment throughout the facility. Safety must be the highest priority for the supervisor.
- Reviews both the 1st and 2nd shift production schedules / plans to ensure that productivity expectations are consistently met and that any prep work for 1st Shift is completed during the split shift.
- Provides oversight to the production floor in order to inform key technicians and team members in each area what parts take priority over others.
- Responsible for managing / oversight of the Traveler process; ensures Travelers are properly completed and distributed.
- Involved in all activities related to the production inventory process as it relates to performing inventory counts on critical supplies, reviewing inventory reports and orders to ensure they are complete and accurate and assisting with setting up min. / max inventory levels to ensure proper supply inventory.
- Provides regular oversight of team members in the QC Inspection area to ensure the efficient movement of materials / product through the required inspection process. Ensures that any quality issues are identified and resolved in a timely manner.
- Ensure that all employees on the assigned shift have a complete understanding of work duties / responsibilities, as well as all company policies and procedures, and that these policies are consistently followed.

Habco is an equal employment opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or protected veteran status.

All candidates must be a U.S. Citizen or currently have a Green Card to be eligible to work in our ITAR environment.

	2nd Shift Lead	Page 3 of 4
		AD4010
		Rev: A

Printed Document is Uncontrolled

- Participates in the annual review process to provide feedback as it relates to the performance of all split shift employees and actively involved in improvement or correct action plans / discussions.
- Adhere to discipline policies requiring incident documentation, verbal and written warnings, and dismissal.
- Review all training records for yearly training requirements of all the production technicians and coordinate training schedules.
- Responsible for ensuring all techs are following all OSHA related documentation, record keeping and compliance requirements.
- Involved in the recruiting process as may be required for additional resources on the split shift.
- Other duties as may be assigned or required.

3.0 MINIMUM QUALIFICATIONS:

(All qualified candidates MUST meet All of these Minimum Qualifications with No exceptions.)

- High School diploma, Associates or Bachelor’s Degree is preferred but not required.
- Valid driver’s license required.
- 5+ years of experience in a manufacturing environment with a minimum of 3 years of supervisory experience across multiple departments.
- Excellent written and verbal communication skills with the ability to establish effective relationships across multiple disciplines.
- Candidate must have strong working knowledge of Microsoft Office Suite
- Ability to think creatively, highly-driven and self-motivated.
- Detail focused and high standards for accuracy and precision.
- Excellent time management skills with the ability to prioritize workload
- Highly detail oriented with the ability to organize and plan work with little or no supervision
- Strong decision making/problem solving capabilities
- Ability to manage numerous tasks and projects simultaneously in a rapidly changing environment.
- Ability to work collaboratively in a diverse environment and interact effectively with other groups and departments, clients and partners.
- Willingness to continuously learn and be open to feedback to improve individual performance.
- This position requires use of information which is subject to the International Traffic in Arms Regulations (ITAR). All accepted applications must be U.S. Persons as defined by ITAR (U.S. citizen, U.S. Permanent Resident, Political Asylee, or Refugee).

Habco is an equal employment opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or protected veteran status.

All candidates must be a U.S. Citizen or currently have a Green Card to be eligible to work in our ITAR environment.

	2 nd Shift Lead	Page 4 of 4
		AD4010
		Rev: A

Printed Document is Uncontrolled

4.0 PREFERRED QUALIFICATIONS:

- Strong decision making/problem solving skills.
- Motivates others and demonstrates and ability to develop cohesive teams
- Excellent reading comprehension skills in addition to good active listening skills
- Experience in use of Epicor ERP
- Prior experience in a manufacturing / aerospace environment
- Familiarity/experience with lean manufacturing, Kaizen events, and continuous improvement techniques (i.e. RCCA, Six Sigma methodology), a plus
- Working knowledge of ISO-9001, AS9100

Habco is an equal employment opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or protected veteran status.

All candidates must be a U.S. Citizen or currently have a Green Card to be eligible to work in our ITAR environment.