

Job title	<i>Assistant Manager of Ops. - Inspection</i>
Reports to	<i>Senior Manager of Manufacturing</i>

Job purpose

The Assistant Manager of Ops. Inspection position will focus on improving the Inspection Process. The Assistant Manager of Ops. Inspection will be responsible for checking quality and inspection conditions on the floor every day.

Duties and responsibilities

- Oversees and participates in the recruitment, hiring, and training of team members
- Conducts performance evaluations that are timely and constructive
- Proven leadership experience in a fast-paced manufacturing environment. Preferably in an automotive manufacturing position. Forging experience is a plus.
 - Must be capable of developing a strong teamwork environment.
 - Must be strong in developing group leaders and holding team members accountable for their actions.
 - Must be capable of identifying root cause of shift turnover and develop countermeasures to correct those issues.
 - Must be capable of training new team members in all aspects of the job.
 - Must be comfortable with administering disciplinary measure to team members who break policy and procedures.
- Strong troubleshooting ability within all aspects of manufacturing: Safety, Quality, Productivity and Cost.
 - Must be capable of developing action plans to correct inefficiencies within all areas of manufacturing.
 - Must be able to direct across multiple departments in order to maximize troubleshooting efforts.
- Strong Analytical ability.
 - Must be capable of identifying key variables within the shift that are hindering metric achievement.
 - Must be capable of collecting data and putting that data into a presentable format for upper management.
 - Must be capable of developing countermeasures to address failures and track the countermeasure to determine success.
 - Must have strong computer skills: (Microsoft Office)
- Strong communication skills
 - Must be able to confidently direct up to 60 team members on shift.
 - Must be able to track performance of team member and give prompt feedback to how they need to improve and what they are doing successfully.
 - Must be able to hold meetings with team members and present management directives as well as training material.
 - Must be able to communicate in management meetings and show plans for necessary performance improvements.
- Strong quality background
 - Must have prior experience within a quality driven role. This would include understanding part specification and customer specification requirements.
 - Must be able to communicate required quality metrics and drive activities to adhere to process requirements. This includes auditing process work instructions and verifying all functions are being accurately completed.
 - Must be able to read blue prints and train employees on key factors affecting quality with the shift.
- Proactively addresses and corrects all unsafe behaviors and conditions.

Qualifications

- Education and Forging experience is a plus.
- Six Sigma green belt or higher. Quality training or formal troubleshooting training will be considered.
- Strong computer skills.
- Proven leadership experience.
- Proven track record of advancement within an organization.

Working conditions

Requires working in open office and shop floor.

Physical requirements

See Physical Demands Requirements

Direct reports

Supervisor(s) of Inspection

Quality Authority Level

High – Overall authority to make any quality decisions and completely shut down operations.

Executive Exemption

Earns no less than \$684 / wk.

Primary manages a customarily recognized department or subdivision

Manages at least two full-time team members

Recommends the hiring, firing, advancement, promotion of team members

Analysis of Physical demands of: Assistant Manager of Forging Engineering

Physical Demand Level: X Light _____ Medium _____ Heavy

Physical Requirements (include weight where applicable):

	Occasionally	Frequently	Constantly	Weight
Sit			X	
Stand		X		
Walk		X		
Lift	X			10 - 30 LBS.
Carry	X			10 - 30 LBS.
Reach	X			
Bend / Twist	X			
Grip	X			
Push / Pull	X			
Squat	X			
Climb	X			
Above Head	X			
Kneel	X			
Stoop	X			

Can job duties be modified to accommodate prescribed work restrictions? **Not generally, however, will evaluate each incident based on type of restrictions and length of time. Decision based on work currently available.**

Tools / Machines Used: Keyboard, computer, phone, hand writing notes and filling out documents as needed. May plan, organize, communicate and implement special department events. While performing the duties of this job, Team Member is regularly required to sit, walk and stand; talk or hear, both in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; and lift up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.

Prepared by: Lisa Ramirez, Assistant HR Manager (lisar@icicrank.com) Date: _____

_____ **Yes, Team Member is safe to work with the above job duties**

_____ **No, the Team Member is not safe to work with the above job duties. Please state what the Team Member is capable of doing along with duration of time and any weight restrictions (i.e. how long they can stand, how much they can lift, can they climb, bend, twist, grip, squat, etc.) How long will they need accommodations?**

Physician Signature: _____ Date: _____

Physician's Name (*Please PRINT): _____ Phone #: _____

Name of Physician's Practice: _____

Address of Practice: _____

Physician's Note: _____

Light Work: Exerting up to 20 lbs. of force occasionally, and or up to 10lbs. frequently.

Medium Work: Exerting up to 20 – 50 lbs. of force occasionally and or 10 to 15 lbs. frequently, and or up to 10 lbs. constantly to move objects.

Heavy Work: Exerting up to 50 – 100lbs. of force occasionally, and or 25 - 50 lbs. frequently, and or 10 - 20lbs. constantly to move objects.

Occasionally: Activity exists less than 1/3 of the time.

Frequently: Activity exists for 1/3 or 2/3 of the time.

Constantly: Activity exists 2/3 or more of the time.
