

# Job Description

Position Title: Production Pilot Specialist  
Department: Operations  
Reports To: Operations Manager  
Full/ Part Time: Full Time

Employee:  
Grade: Exempt - Salaried  
Rev #: 1  
Date: 3-4-2013

## **Position Description**

The role of this position is to supervise and coordinate activities of production workers in all production areas and other related duties concerning the production of company goods.

## **Essential Duties and Responsibilities**

- Supervise production line operation in accordance with plant policies and procedures. Ensure smooth production operation during shift.
- Plans plant layout for current and future production.
- Creates standardize work for new products.
- Responsible for scheduling of current production orders.
- Responsible for scheduling of pilot production orders.
- Coordinates with Human Resources appropriate staffing levels.
- Responsible to meet pilot production goals.
- Responsible for time studies of current and future production parts.
- Responsible for quality of product. Makes adjustments as necessary during shift to produce product within specification. Rejects product out of specification and segregates appropriately.
- Responsible for creating pilot production packets.
- Responsible for assuring all materials and packaging is available for production trials.
- Responsible for inspecting, packing, and shipping of trial parts.
- Communicates with other Specialists and Operations Manager.
- Ensures plant safety.
- Ensures 5s in assigned areas.
- Assists in production as necessary.
- Conducts countermeasure activities of production, pilot, and logistic issues as occur.
- Acts as production specialist on assigned weekends.
- Troubleshoot processes as needed.
- Other duties as assigned.

## **Job Qualifications**

### *Education*

Two Years college or technical school: 3-5 years related experience and/or training or equivalent combination of education and experience.

### *Knowledge, Skills and Abilities*

- Previous production and/or injection molding experience required.
- Ability to plan, organize, communicate, and motivate team members.
- Experience with building and maintaining spreadsheets.

**Working Conditions**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand, walk, sit, use hands to finger, handle, or feel.

**Work Environment**

While performing the duties of this job, the employee is located in an office/plant environment and may be exposed to regularly to moving mechanical parts and moderate noise level.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Supervisory Responsibilities**

Team Leaders, Team Members

---

**Intent and Function of Job Descriptions**

*Job Descriptions assist organizations in ensuring that the hiring process is fairly administrative and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation.*

*All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all-inclusive. Additional functions and requirements' may be assigned by supervisors as deemed appropriate.*

The above information is correct as approved by:

(Signed) \_\_\_\_\_ Date \_\_\_\_\_  
(Associate)

(Signed) \_\_\_\_\_ Date \_\_\_\_\_  
(Supervisor)