



Position Description

Title: Precision Grinding Dept Lead (UK)

Status: Non-Exempt

OVERVIEW:

Leverwood Knife Works, located in Red Lion, PA, is one of the world's leading manufacturers of custom, precision-ground industrial blades. Leverwood's custom industrial cutting blades are utilized by a variety of industries, including packaging, paper converting, food processing, printing, bag manufacturing, recycling, and many more.

Reports to: First Shift Supervisor

Classification: Non-Exempt

Location: Red Lion, Pennsylvania

Key Interfaces: Engineering, Manufacturing, Quality Control, Operations

MAJOR RESPONSIBILITIES

- Work areas include: Schneeberger, Walter, Abwood, Gockel, Okamoto, Tool & Cutter, and Haas VF4SS
- Define “proper” procedures (blank prep, fixturing, peening, deburring, part appearance, etc.)
- Train operators in “proper” procedures (deburring, blank put-away, part put-away, end of job duties, end of shift duties etc.)
- Monitor output for quality & productivity.
- Assure that inspection records, set-up sheets, and production logs are filled out & kept in an easily accessible and organized manner. Manage sheets to audit output of machines.
- Keep and update grinding wheel inventory. Advise shop manager of reordering needs
- General maintenance, housekeeping/appearance of specified work areas
- Be proficient in operating all equipment that you are responsible for
- Assist in production when needed
- Improve efficiency, runtimes, set-up times
- Assist shop manager with scheduling of work and placement of operators
- Assist in delegating secondary operations (blanks, tape blades, tabs., etc.)
- Analyze upcoming jobs (engineering review) and insure that needed material, supplies, tooling and information is ready when needed.

- Assist with HR duties including - employee reviews, disciplinary actions, etc.
- Perform other duties as assigned.
- Ensure that all company Safety Policies are being followed in all work performed on equipment or buildings.
- Follow Log Out / Tag Out procedures and utilize proper Personal Protective Equipment at all times; is current with all required company annual trainings.
- Offer recommendations for enhanced safety measures and equipment to the Safety Committee.

MINIMUM QUALIFICATIONS

- High school diploma/GED or graduation from a certified technical school, or proven work history in a production environment, with five (5) or more years related experience.
- Strong mechanical and CNC programming ability.
- Must be able to read and interpret drawings, follow job routers, use math to perform basic calculations, and use basic hand held measuring tools.
- Able to accomplish tasks and follow directions without deviation from procedures.
- Must be highly motivated and able to work independently.
- Able to solve routine problems with minimal supervision and demonstrates advanced problem solving ability.
- Detail oriented, self-motivated individual with excellent organizational skills.
- Able to maintain deadlines.
- Must have working command of the English language and be able to communicate orally and in writing (basic oral instructions, simple written memos and instructions).

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

The work environment of this position is generally performed in an indoor environment in a well-lit area. This position is required to work around high-speed machinery and equipment and requires the use of safety glasses. There is exposure to machine oil, metal filings, manufacturing odors and noise. Job functions on and around mechanized equipment will present the need for alertness, accuracy and safety awareness. Safety training is required and provided by the company in accordance with applicable law, industry standards and company policy. Specific notice is posted in areas where safety equipment is required for accident prevention.

PHYSICAL DEMANDS

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. Candidates must be able to read, write and communicate fluently in English. Candidates must stand for much of the workday. Work activities can involve combinations of standing, lifting, walking, carrying, pushing, pulling, bending and/or climbing for extended periods and performing repetitive activities. Work requires the ability to see (with or without corrective lenses), hear and smell in order to detect problems. The work requires the ability to lift and carry up to 50 pounds. Reasonable accommodations may be available to enable individuals with a disability to perform the essential functions of the position.

Disclaimer:

The preceding description is not designed to be a complete list of all duties and responsibilities required of the Precision Grinding Department Lead and is subject to change at any time to reflect the needs of the company. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.