

Champion Home Builders

Job Description

Job Title: Group Lead

FLSA Status: Non-Exempt

Summary Has the ability to do any job in the department assigned. Assists the Foreman in daily tasks and paperwork, fills in the event of an absence in the department by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Plans, lays out, and assists in scheduling and assigning employees engaged in assembly.
- Works from prints, drawings, sample, and process sheets; performs a variety of assembly duties in building boards and digital readout displays.
- Sets up and operates wire wrap machine, wire cutting machine, and solder machine; updates boards for engineering and customers and stock.
- Instructs production workers in blueprint reading and assembly. Checks completed work and repairs for quality of production. Ensures that work is completed according to schedule. Assists in resolving problems, delays, and difficulties; takes appropriate action as necessary.
- Suggests corrective action to ensure consistent production, quality standards, reduced costs, and increased efficiency. Reviews and corrects employee deficiencies to ensure conformance with expected and established standards. Refers abnormal conditions to supervisor.
- Ensure proper operation of equipment and machinery; reports malfunctions to proper supervision; maintaining accurate production and attendance records; preparing and keeping all departmental reports as requested.
- Ensure adherence to safety rules and regulations, company policies, maintains work area in a neat and orderly condition.
- Responsible for quality and quantity of finished work.
- Performs other duties as needed or as assigned.

Supervisory Responsibilities

Directly supervises employees in assigned area. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; addressing complaints and supporting Foreman in resolving problems.

Qualifications

- Extensive knowledge of construction best practices, equipment maintenance and use.
- Understanding of use and maintenance of electrical and hydraulic systems.
- Ability to read drawings, plans and blueprints and convey this information to others.
- Excellent organizational and leadership skills.
- Ability to communicate and report effectively.
- Aptitude in math and strong problem-solving abilities.
- Good physical condition and stamina.
- Fluency in English; Spanish a plus.

Education and/or Experience

High school Diploma or G.E.D.; six months to 1 year related experience and/or training; or equivalent combination of education and experience.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing 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 exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; risk of electrical shock. The noise level in the work environment is usually moderate to high.

Champion Home Builders is an Equal Opportunity Employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or national origin.

Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information.