



JOB TITLE: *Production Mentor*

DEPARTMENT: *Layup*

GENERAL SUMMARY: The Production Mentor will manage the production floor. The Mentor's responsibilities include, but are not limited to, keeping the work place clean and safe, responsible for quality control, assuring on-time delivery, managing production flow, reducing labor costs, training, coaching along with corrective action and cause and corrective action process, root cause analysis, participating and leading improvement projects.

ESSENTIAL JOB FUNCTIONS:

- Ensure all personnel work in a safe and productive manner
- Maintain quality production through effective assignment and management of work and material flow during the shift, take actions to rectify poor quality
- Assign themselves to critical areas in order to achieve production requirements
- Train employees to SOP's and JBS's and ensure compliance to standards by performing routine audits of work practices
- Ensure that the plant is handed over to the next shift in an acceptable manner and all issues are communicated
- Implement and maintain continuous improvement
- Administrative functions as needed, such as Ceridian and address corrective actions in an appropriate and timely manner, through accurate documentation, promote positive work environment and follow the States Industries Handbook guidelines.
- Coordinate and support operational improvement teams in achievement of their goals
- Lead and participate in Kaizen and 5S events
- Lead and participate in Fall down reduction projects
- Responsible for Cause and Corrective action, Root cause analysis
- Responsible for managing weekend TPM
- Become the "expert" in all areas of Lay-up – Process and Equipment
- Train all new and experienced employees Job Instruction (JI) methods
- Develop and maintain Job Breakdown Sheets for training in all areas of responsibility
- Perform other duties as assigned
- Promote team building and cooperation amongst work centers.

NECESSARY SKILLS

- Good working knowledge of the manufacturing processes
- Demonstrated leadership and team building skills.
- Demonstrated ability and desire to search for "best processes" to improve production standards
- Ability to operate all equipment in the Lay-up Department
- Must be able to work around chemicals
- Computer skills as they relate to inventory control, MRP II, Dynamics AX and IMS System, MS Word and Excel, Outlook
- Good mechanical aptitude
- Strong written and oral communication skills, with ability to plan and organize.

EDUCATION AND EXPERIENCE:

- Associate Degree, Technical Discipline, Bachelor's Degree preferred.
- Minimum of two years manufacturing experience.
- Forklift license required.



WORKING CONDITIONS:

- General mill environment

REASONING ABILITY:

- Ability to understanding and carry out detailed written and oral instructions.

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.

AMOUNT OF TIME	None	1/3	Under 1/3-2/3	Over 2/3
Stand				X
Walk				X
Sit	X			
Use hands				X
Reach with hands and arms				X
Climb or balance		X		
Stoop, kneel, crouch or crawl		X		
Talk or hear				X
AMOUNT OF TIME	None	1/3	Under 1/3 – 2/3	Over 2/3
Ability to lift:				
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds			X	
Up to 100 pounds	X			
More than 100 pounds	X			