

JOB CLASSIFICATION

GROUP LEADER

Summary: Assist department head and workers with the coordination of activities

Duties and Responsibilities:

- Assist department head with the coordination of worker activities engaged to allow them to effectively perform their duties
- Assist workers in the timely resolution of issues
- Ability to perform all job functions, per the Job Classifications of workers they lead
- Timely notification to department head of equipment, quality, or safety issues
- Responsible for quality, production rates, and data accuracy within department. Accurately reporting any deficiencies to department head/supervisor
- Clearly explain procedures to workers they lead
- Responsible for cleanliness and organization of work area in accordance with company guidelines
- Adhere to established company policies and procedures paying special attention to safety regulations
- Perform other related duties as instructed by manager/supervisor

Information/Directions From:

- Quality Manual
- Standard Operating Procedures
- Departmental Work Instructions
- Department Head/Sueprvisor/Manager Instructions
- Data Collection Instructions
- Arc-Tronics, Inc. Employee Policy Manual

Job Qualifications Requirements:

Knowledge/Skills/Certifications/Training:

- Ability to effectively communicate both written and verbally
- Time Management Skills
- Organizational Skills
- Leadership Skills
- Component ID Training
- ESD Training
- FOD Training
- HazCom / Safety Training
- IPCA610 (Only Quality Group Leaders for Inprocess and Final QA)
- JSTD Training
- Solder Training (if applicable)
- ITAR Training
- Sexual Harassment Training

Education/Experience Required:

- High school diploma or general education degree (GED) and 2 years of experience in a manufacturing environment; or equivalent combination of education and experience such as a broad manufacturing background of 3 to 5 years experience