

## Job Description



### Team Lead

#### JOB POSTING – Mazzella Lifting Technologies Cleveland, OH

##### Position Summary

Oversee the scheduling and assignment of production orders to staff in a fast paced, customer-driven shop environment. Oversee production and training of all employees assigned; perform all duties necessary to produce products according to company policy and procedures. This position is 2nd shift, 3pm-11pm.

##### Job Duties

1. Review production requirements of department to determine production schedule and assign work to employees assigned to department
2. Plan, coordinate and schedule activities with various departments to meet production schedules and ship dates
3. Utilize daily opportunities to train and instruct along with more formal training as required
4. Review, interpret and understand codes, instructions and specifications of Fab tickets along with special drawings or blueprints
5. Communicate with necessary personnel to satisfy customer requirements; report defective or substandard material supplies or products
6. Maintain work area and equipment in a clean and orderly condition; follow all Safety Guidelines
7. Monitor and enforce adherence to company principles, policies, procedures and work instructions in accordance with Company Quality Assurance Standards
8. Count, record and report inventory as required
9. Assure equipment is utilized in accordance with company policy and procedure
10. Provide recommendations to supervisor for personnel related issues, i.e. hiring, disciplinary actions, employee relations
11. Set up, operate, adjust and maintain productions machines and equipment; operate forklifts and conduct proof test loading
12. Other duties as assigned

##### Education

A high school diploma or GED preferred; trade school or military experience a plus

##### Experience & Skills

- Experience in a manufacturing environment required, strongly preferred; wire rope industry strongly preferred
- Must be able to lift or pull a minimum of 50 pounds
- Tow motor experience preferred
- Experience in conflict resolution, direct labor utilization, budgeting, maintaining equipment, maintenance schedules of mission critical equipment
- Ability to identify bottlenecks and determine effective solutions
- Ability to identify cost savings strategies and implement promptly and effectively
- Demonstrated mechanical aptitude
- Requires solid written and verbal communication skills
- Strong analytical, conceptual and planning skills are required
- Excellent math skills and overall PC literacy (Microsoft Office) are required
- Must be detail oriented, self-motivated and disciplined with the ability to multi-task
- Must successfully complete a criminal background check, physical, drug screen and E-verify

## **Travel**

Travel for this position is rare; less than 10%

If interested in applying for this position, please submit your resume and letter of intent (why you feel you would be a good candidate for this position) to [careers@mazzellacompanies.com](mailto:careers@mazzellacompanies.com) or fax resume and cover letter to 440.239.5703.

Or, mail resume and cover letter to:

Human Resources  
Mazzella Companies  
21000 Aerospace Parkway  
Cleveland, OH 44142

Mazzella Companies participates in the federal government's E-Verify program. With all new hires, we provide the Social Security Administration and when applicable, the U.S. Department of Homeland Security with information from each new employee's Form I-9 to confirm work authorization.

This job description is not meant to be an all-inclusive list of duties, functions and/or responsibilities of this position. Other related functions and responsibilities may be assigned by the immediate supervisor as required to complete assignments or initiatives. Mazzella Companies reserves the right to change, add, delete or modify job functions as necessary based on business necessity. The Company or employee, independently, has the right to terminate employment at any time for any reason; employment is at will. This job description does not promise or guarantee continued employment with Mazzella Companies.