



## LEAD HAND

### **AVAILABLE SHIFTS:**

Shift flexibility for days, afternoons, and nights is required.

### **PAY RATE:**

This position's pay rate starts at \$20.75/hour plus any applicable shift premium. Following successful completion of the 520 hour probationary period, pay rate increases to \$24.01/hour. Following one year of employment, pay rate increases to \$25.08/hour.

### **REPORTS TO:**

Production Manager

### **KEY RESPONSIBILITIES:**

- Work in compliance with the provisions of the Occupational Health and Safety Act (or the "Act") and the regulations; use or wear the equipment, protective devices or clothing that Mott requires to be used or worn; report to the Supervisor the absence or defect in any equipment or protective device of which the worker is aware and which may endanger themselves or another worker; and report to the Supervisor any contravention of the Act or the regulations or the existence of any hazard of which the worker is aware
- Ensure that all workers work in a manner and with the protective devices, measures and procedures required under the Occupational Health and Safety Act and the regulations and ensures all workers use or wear the equipment, protective devices or clothing that Mott requires to be used or worn
- Advise all workers of the existence of any potential or actual danger to the health and safety of a worker of which the Lead Hand is aware, and where so prescribed, provide all workers with written instruction as to the measures and procedures to be taken for the protection of a worker; and to take every precaution reasonable in the circumstances for the protection of the workers
- Be present 15 minutes prior to starting your shift to communicate production with Supervisor/Lead Hands
- Plan and assign work for all team members and inform the Production Manager/Supervisor when help is needed
- Complete daily schedule and communicate with the Production Manager/Supervisor within 1 hour of the shift starting
- Ensure quality procedures and requirements are understood by each individual for each assignment and product
- Ensure product is produced to meet or exceed customer's quality expectation
- Resolve day-to-day process problems
- Coach team members about safety concerns and issue progressive discipline when needed

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QUALITY BY DESIGN



- Monitor team output on an hourly basis
- Give feedback to team members continuously, both positive and negative
- Coach poor performers and/or follow progressive discipline when needed
- Look for opportunities to improve processes, reduce cost and minimize rework
- Co-ordinate material flow
- Plan and ensure required machinery is available for P.M. schedule
- Report any minor or major damages to the equipment
- Train department members to build an effective team
- Prepare and present performance reviews
- Resolve conflict in the early stage
- Follow Company policies and procedures regarding standards of workplace behaviour in completing job duties and assignments
- Perform other duties as required

**SKILLS & EXPERIENCE:**

- Minimum of 3 years of experience at Mott, or equivalent leadership experience
- Proven ability to work effectively with people
- Intermediate mechanical aptitude
- Ability to read blue prints and data sheets
- Intermediate math skills
- Established record of high productivity
- An established excellent attendance record and safety record
- Ability to multi-task and prioritize work load of the team to accomplish goals
- Ability to lead and operate with a continuous sense of urgency in a fast paced work environment
- Able to solve problems effectively and in a timely manner, by identifying the root cause
- Strong verbal and written communication skills
- Proven ability to learn new skills quickly

The above are not intended to be an all-inclusive list of the duties, responsibilities and requirements of the job described. Rather, they are intended to describe the general nature of the job.

Mott is committed to providing accommodations to those individuals with disabilities throughout the recruitment process. Upon request, we will work together to meet any of your accommodation needs.

Please email your resume to [jointheteam@mott.ca](mailto:jointheteam@mott.ca), or drop off in person to 452 Hardy Road, Brantford, ON, N3T 5L8. Thank you for your interest in Mott.