**OCCUPATIONAL DEVELOPMENT CENTER, INC.**

**JOB DESCRIPTION**

**Job Title:** Production Lead Personnel Sign Off\_\_\_\_\_\_\_\_\_\_\_

**Salary Range:** Unclassified Date\_\_\_\_\_\_\_\_\_\_\_

**Supervised By:** Lead HTC Instructor

**Supervises:** HTC Consumers

**Personnel Classification:** Support Staff, Level\_\_\_\_\_\_

**GENERAL DESCRIPTION**

The Production Lead acts as the general shop supervisor and is responsible for all production within the HTC department. Production duties include, but are not limited to; direct production involvement, product costing, inventory handling and control, quality control, safety program and supervising consumers. Programming duties include but are not limited to; serve as a member of the consumer’s instructional team, self-care training and skill training.

**KNOWLEDGE & EXPERIENCE**

High school graduate or equivalent. Minimum of two (2) years of post secondary training and/or experience in human services or manufacturing. Must have or be willing to acquire a general knowledge and understanding of vocationally disabling conditions including; mental retardation, physical disabilities and social adjustment problems. Must have or be willing to acquire a general knowledge of production techniques including; inventory control, quality control and general maintenance of material and equipment. Moderate to advanced computer operations.

**SKILLS & ABILITIES**

Must be highly organized to effectively coordinate all program and production aspects of the position. Ability to work cooperatively with private businesses, non-profit facilities and agency staff on a positive level. Must possess effective leadership skills to supervise and direct consumers. Must have good recordkeeping skills, calculator operation, mechanical ability and strong math skills. Ability to read blueprints and utilize various measurement tools would be helpful.

**OTHER QUALIFICATIONS**

Valid driver’s license and insurable driving record. Must possess or be willing to obtain current CPR, First Aid, and Forklift Certifications. Med Certification would be helpful and may be required dependent on the position. Occasional duties may require staff involvement after 4:30p.m. or on weekends for special program events. In addition, irregular hours and overtime may be required depending on production needs and scheduling. Employment will be contingent on successful completion of a Department of Human Services Background Study.

**COMMENTS**

Must accept and actively support the Mission and Vision of ODC and adhere to the professional Code of Ethics by: demonstrating sensitivity, respect and an understanding of the special needs of individuals with disabilities; embracing the cultural diversity of experiences and knowledge among the people we work with; serving as a positive role model in dress, speech and behavior; maintaining consumer confidentiality; and, complying with policies and standards set-forth.

Job descriptions are considered to be classification and recruiting tools and are not intended to limit the assignment of work.

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**SPECIFIC DUTIES AND RESPONSIBILITIES**

1. Supervise projects according to production schedules and demands. Assist with daily work assignments for consumers and relevant team members based on production needs.
2. Recordkeeping, including but not limited to; production activity and/or tracking report, consumer labor piece-rates, preventive equipment maintenance and production schedules. Assure reports are disseminated to relevant staff. Supervise the material and job costing process under the guidance of Team Leaders.
3. Maintain computerized inventory system including production activity, material receipts and finished good shipments; perform monthly inventory and supervise quality control.
4. Operate all equipment and vehicles in your department and monitor and supervise maintenance and repairs as directed by the Lead HTC Instructors.
5. Assist with building and grounds maintenance as needed.
6. Participate in the Safety Program by; enforcing safety rules; developing safety awareness on the floor; reporting unsafe conditions for remedies; and, reporting all injuries in a timely manner.
7. Participate as a member of the consumer’s instructional team for assessment purposes and to provide skill training, self-care training, and development and adapting of the daily schedule.
8. Assume primary responsibility for the supervision and safety of assigned consumers at the job site or teaching area in the absence of the Lead HTC Instructors.
9. Attend skill enhancement conferences/workshops and weekly staff meetings as requested.
10. Communicate observations of consumer behaviors, health and welfare, and evaluation information to the Lead HTC Instructors.
11. Serve as an advocate for consumers with the employer and co-workers in the areas of mutual acceptance, cooperation and accommodation.
12. At the direction of the Lead HTC Instructor, provide maintenance support to the administrative office.
13. Perform other duties as assigned and as changing conditions require, and new opportunities arise.

**I have reviewed these job requirements and verify that I can perform all essential functions of this position.**

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**Signature Date**