JOB DESCRIPTION

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| **TITLE:** | PRODUCTION LEADER | **DATE:** | JULY 2019 |
| **REPORTS TO:** | DIRECTOR, PRODUCT MANAGEMENT | **FLSA STATUS:** | NON-EXEMPT |
| **DEPARTMENT:** | OPERATIONS | **MGT/SPVR:** | NO |

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**SUMMARY**

As the Production Leader, you'll join PIVOTstudio’s maker culture as our shop floor lead. You will focus on product excellence through best practices that drive quality, craftsmanship and execution. You'll enable product deliverables that are crafted, manufacturable, cost effective; meeting performance and quality expectations of the customer.

You'll act as the primary operations resource throughout all phases of assigned projects. You’ll be a key stakeholder for production, supply chain, and logistics.

You'll collaborate with internal and external teams, providing input on design, material choices and constructions and its impact on production. You'll assist project team members in the use of best practice, design for manufacture, and environmental guidelines adherence to ship a superior product.

You will be an integral part of PIVOTstudio’s continued growth through making products that raises the bar for what custom furniture can be.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** *include the following. Other duties may be assigned.*

* Production oversight from concept to shipped product.
* Collaborate with design team to ensure intent is maintained.
* Inventory management.
* Work with the shop staff of multiple vendors and suppliers to maintain design, finish, and quality standards.
* Support logistics and coordination required to successfully complete projects on time, on budget.
* Verify packing and logistics details for delivery to site.
* Process improvement.
* Crew leadership and development of shop floor team.
* Communicate project feedback, strategy and planning back to team (i.e. process improvement, quality control, budgeting, time estimates, etc).
* Occasionally oversee final installation on site.

**SUPERVISORY RESPONSIBILITIES**

The Production Leader customarily facilitates and coordinates actions of multiple supporting positions within the operations team.

**QUALIFICATIONS** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.*

**EDUCATION and/or EXPERIENCE**

Requires a high school diploma or GED plus Associate’s degree in manufacturing, or four additional years’ experience in lieu of a degree. Minimum two years' experience relevant industry experience (furniture, steel fabrication, cabinetry/millwork). Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead, train and direct the work of others. A wide degree of creativity and latitude is expected. Custom manufacturing (low volume/high mix/rapid response) is preferred, especially with a process improvement focus.

**MATERIALS AND PROCESSES**

Familiarity with material specifications and properties of woods, metals, plastics, and hardware. Familiarity with processes of sheet metal fabrication, carpentry/millwork, and general furniture production.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and/or governmental regulations. Ability to read and analyze shop drawings and prints. Ability to write reports and general business correspondence. Ability to effectively present information and respond to questions from Pivot Studio, Pivot Interiors, and vendors.

**MATHEMATICAL SKILLS**

Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY**

Ability to exercise independent discretion with regard to defining problems, collecting data, establishing facts, and drawing valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**CERTIFICATES, LICENSES, REGISTRATIONS**

The employee must provide own transportation, proof of valid state driver’s license, and proof of insurance of an operable vehicle. If not OSHA Forklift Certified, ability to complete training and obtain certification within 90 days (provided by Pivot Studio).

**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.*

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel and to operate a computer keyboard, mouse, and telephone keypad. The employee is frequently required to reach with hands & arms; climb or balance; stoop, kneel, crouch, or crawl. The employee must frequently lift &/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee may be required to travel to vendor and client sites up to 80% of the time.

**WORK ENVIRONMENT** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts; high, precarious places; and outside weather conditions. The employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate, but can be loud if working at a customer construction site.

*Equal Opportunity Employer–minorities/females/veterans/individuals with disabilities/sexual orientation/gender identity.*