

THE ULTRA-MET COMPANY

JOB DESCRIPTION

The purpose of this document is to accurately describe the essential functions, job entry requirements and major job demands of the position. There may be additional criteria desired, but not required, which may enhance job performance and influence selection among minimally qualified candidates.

I. GENERAL INFORMATION

Job Title: Continuous Improvement Coordinator

Department: Manufacturing Engineering

Reports to: Operations Manager

Pay Class/Grade: Salaried Hourly Exempt Non-Exempt

Does this position have supervisory responsibility: Yes No

Number of Positions Supervised: none

Type of position supervised (list titles): N/A

II. JOB SUMMARY

Duties and Responsibilities (Job Scope)

To coordinate and facilitate activities for continuous improvement, including but not limited to; team-building training and activities, application of lean principles, application of problem-solving techniques, corrective actions and cost-saving projects.

Lead and coordinate the overall 5S Program for the plant, including training of personnel and auditing of the program to ensure continued compliance.

Development and implementation of cost-savings and cost-avoidance projects to improve the overall efficiency and cost-effectiveness of the operations.

Development, coordination and administration of training for employees to improve their understanding of problem-solving techniques, 5S and lean principles and the reduction or elimination of non-value-adding activities.

Coordinate with other departments, including Quality Control, Met Lab, Engineering and operational departments to reduce scrap, rework and other errors that increase costs.

Develop appropriate reports that assist with the overall management of the operations and provide information that will assist with improvement projects.

Analyze data in order to develop and present ideas to management for improvement projects and/or capital investments.

Key participant in the information system development to expand the use of Vantage, or similar software, to provide labor and inventory reporting and other information systems that will assist with the management of the operations and improve the overall data collection and reporting.

To provide backup to the operational departments as required.

To assist the Operations Manager with training and projects.

To perform miscellaneous duties as assigned.

This position is very project-oriented and involves the analysis of data in order to determine appropriate projects, development of methods to improve the outcomes, the training of personnel as required to improve the outcomes, the implementation of processes, systems or programs to improve quality and efficiency, and the use of appropriate follow-up systems and techniques to assure continued compliance and improvement.

Job Functions (as a percentage of time)	% Of Time
1. Development and implementation of projects for improvement.	60
2. Training development and administration.	20
3. Corrective action and Cost-improvement implementation.	10
4. Reporting and data analysis.	5
5. Auditing and maintenance of 5S and projects.	5

III. QUALIFICATIONS

Education
High School (required): Diploma or GED. College (preferred): Two-year degree in Engineering Technology or equivalent. Six Sigma training, or comparable certifications may be considered in lieu of a degree. Certification/License: none Type of Driver's License Required <input checked="" type="checkbox"/> Driver's License <input type="checkbox"/> Commercial Driver's License

Knowledge, Skills and Abilities (preferred)
Quality: To use analytical methods and problem-solving techniques to identify root causes and develop appropriate improvement and control measures. Language: To read and interpret documents such as safety rules, operating and maintenance instructions, engineering drawings, blueprints and procedure manuals. To write routine reports. Mathematical: To gather and analyze statistical report data and apply appropriate methods to report findings. Six sigma, or comparable problem-solving tools. To apply concepts of basic algebra and geometry, as required for specific part problems or solutions. Reasoning: To solve practical problems and interpret a variety of instructions furnished in written, oral, diagram or schedule form. Ability to apply lean and six sigma principles. Computer: To use a computer for data entry, data analysis and report building purposes. To participate in Vantage and other software system implementations. Other: To accept personal responsibility and be a highly motivated team player in a detail-oriented environment.

IV. REQUIRED COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly. Develops solutions keeping safety and security as a top priority.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Recommends and, as needed, develops and presents training to improve organizational skills and quality. Monitors own work to ensure quality.

Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly and independently.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Problem Solving – Key attribute for this position. Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Conducts and participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Presents numerical data effectively; Able to read and interpret written information.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions. Provides appropriate information and data to assist management in making decisions.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives. Effectively manages projects.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Technical Skills - Strives to continuously build knowledge and skills; Shares expertise with others. Develops training and methods to the organization's overall skill level.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

V. MAJOR JOB DEMANDS

Major activities required for a typical workday for the position. For each item, the extent to which that activity is required: **occasionally, frequently, continuously, or not applicable (N/A) is identified.**

Typical Work Day

PHYSICAL TASKS	N/A	OCC 0-33%	FREQ. 34-66%	CONT. 67-100%	AUDIO VISUAL NEEDS	N/A	OCC. 0-33%	FREQ. 34-66%	CONT. 67-100%
Standing		X			Hearing			X	
Walking		X			Near Vision				X
Sitting				X	Far Vision				X
Driving	X				Peripheral Vision			X	
Car	X				Color Discrim.				X
Van	X				Depth Perception				X
CMV	X								
Climbing	X				EXPOSURES TO:				
Bending		X			Cold	X			
Crouching		X			Heat	X			
Pushing –Pulling		X			Dampness	X			
Carrying		X			Heights	X			
Reaching above head	X				Vibration	X			
Lifting-Lowering					Skin Irritants		X		
1-15 lbs			X		Lung Irritants				
15-30 lbs		X			Dust	X			
30 lbs. +		X			Fumes/gases	X			

APPLICANT:

The purpose of this document is to describe the job requirements to applicants. Declaration that you can perform the job does not mean that an offer of employment will or will not be made. If an employment offer has already been extended, declaration that you can perform the job does not mean that such offer will or will not be rescinded. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Ultra-Met reserves the right to hire the applicant who is most qualified and best matched for the job. All employment decisions are made without regard to race, color, religion, national origin, sex, age, disability or veteran status. **Please review and sign below. This form will be attached to your application form.**

I understand the job requirements as described to me verbally and in writing.

- I can perform all duties as described without an accommodation.
- I can perform the duties with the following accommodations. (Please submit a written description)
- I cannot perform all duties as described with or without an accommodation.

Name: _____
(Please Print)

Signature: _____

Date: _____

NOTE: This description is not an exhaustive list of all job functions, duties, skills and job standards required. Other job functions, duties, skills and standards may be added. Management reserves the right to add or change the job requirements at any time.