



# Los Angeles Lighting Mfg. Co.

10141 OLNEY STREET / EL MONTE, CA 91731

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<http://www.lalighting.com>

## Job Description: Production Lead

### JOB SUMMARY

Provides direct leadership to the production area to which assigned. Act as back up to supervisor to oversee processes including but not limited to main assembly lines, LED assembly, Frames assembly, Cans assembly, and other Subassembly areas.

### ESSENTIAL FUNCTIONS

- Enforce safety regulations.
- Ensure that all products adhere to quality standards.
- Direct and coordinate the activities of employees engaged in the production or processing of goods within the assigned area(s).
- Move employees as needed to ensure the most efficient flow within the assembly area (or assigned area).
- Inform supervisor(s) if the department is overstaffed, based upon output requirements analysis, and suggest re-locating headcount to a different department.
- Inform supervisor(s) if the department is understaffed and request additional headcount as appropriate.
- Conduct employee training in equipment operations, or work and safety procedures. Ensure that you stay with the trainee until comfortable that they understand the process.
- Interpret assembly or fabrication drawings, work orders, travelers, and company policies and procedures for workers.
- Interpret wiring diagrams in the context of the assembly process.
- Discuss with management to resolve worker problems or complaints.
- Evaluate talent and recommend actions to improve performance. Notify the supervisor of both good and bad performance.
- Suggest and meet with management to implement process improvements.
- Review documentation from engineering and report errors to supervisor.
- Report parts shortages.
- Fill out documents (travelers, job orders, job tickets etc.) as required.
- Other duties and special projects as required.

### EDUCATION AND GENERAL REQUIREMENTS

- 2 plus years of experience in ability to comprehend assembly drawings.
- 2 plus years of experience in ability to comprehend fabrication drawings.
- 2 plus years of experience in ability to create work schedules.
- 2 plus years of experience in an electrical or mechanical assembly environment.
- 2 plus years in leading an assembly team.
- Familiarity with various hand tools including but not limited to; drills, screwdrivers and wrenches.
- Experience with Excel, Word, and Outlook
- Experience with ERP system(s)
- Excellent organizational and time management skills.
- High school graduate or GED required.
- Bi-Lingual English/Spanish preferred.
- Ability to stand for long periods of time.
- Ability to work with different personality types.

- Ability to coach the team to ensure production is effective and efficient.
- Ability to lift to 40 LBS.
- Vision (Near and Far) and Sense of sound (Per OSHA standards).

### **COMPETENCY STATEMENT**

- Safety Awareness – Ability to identify and correct conditions that affect employee safety.
- Technical Aptitude – Ability to comprehend complex technical topics and specialized information.
- Resource Management (People and Equipment) – Ability to obtain the appropriate and proper usage of equipment, facilities, materials, and personnel.
- Motivation – Ability to inspire oneself and others to reach a goal and or perform to the best of their ability.
- Diversity-oriented - Ability to work effectively with people regardless of age, gender, race, ethnicity, religion, sexual orientation, or job type.
- Active Listening – Ability to actively attend to, convey, and understand the comments and questions of others.

### **Pay Range: \$21-\$26/hr. Depending on Experience**

LA Lighting provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.