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Position Description for Team Lead

Position: Team Lead

Reports to: Departmental Supervisor

Position Location: 444 CIPS Street, Watseka, IL 60970

Company Overview: We are a leading metal manufacturing company committed to innovation, quality, and customer satisfaction. Join our dynamic team and contribute to our mission of delivering top-notch metal products to our customers

Position Mission: The Team Lead provides daily leadership and support within an assigned department, production area, shift, or facility. This position coordinates workflow, provides employee direction and training, reinforces company expectations, and supports safety, quality, productivity, and operational goals.

The Team Lead must develop a working knowledge of the positions, processes, equipment, and responsibilities within the assigned area and be capable of supporting multiple functions based on operational needs.

Compensation: Starting wage \$18/ hr.;
(*Experience and qualifications may qualify at a higher start wage range.*)

Revision Level: R2 (7/30/2026)

Essential Duties and Responsibilities

- Provide daily directions, guidance, and support to employees.
- Coordinate work assignments, staffing, workflow, and departmental priorities.
- Lead by example through dependable attendance, professionalism, teamwork, and compliance with company policies.
- Develop an understanding of the positions, equipment, processes, and responsibilities within the assigned department or facility.
- Train new and existing employees on job duties, work instructions, safety procedures, quality standards, and performance expectations.
- Demonstrate proper work methods and confirm employees are capable of safely and correctly performing assigned duties.
- Support cross-training and employee development within the department.
- Monitor employee performance, productivity, work quality, and compliance with workplace expectations.
- Address routine concerns and promptly communicate unresolved employee, production, attendance, safety, or quality issues to management.
- Promote and enforce compliance with all safety policies, required personal protective equipment, machine safeguards, and work procedures.
- Monitor work for compliance with quality requirements and report nonconforming material or workmanship.
- Identify workflow delays, equipment concerns, material shortages, staffing needs, and other operational issues.

- Assist with required production, quality, safety, and training documentation.
- Maintain a clean, organized, respectful, and productive work environment.
- Support other departments or areas when business needs require.
- Perform other duties as assigned.

Supervisory Responsibilities

The Team Lead provides daily work direction, training, and operational support. The position may assist management with monitoring employee performance but does not have independent authority to hire, terminate, change compensation, approve leave, or issue formal corrective action.

Qualifications

- Previous leadership, lead, training, or related experience in a manufacturing, warehouse, quality, or operational environment.
- Ability to provide clear direction, coaching, and hands-on training.
- Willingness and ability to learn the primary positions and processes within the assigned department or facility.
- Strong attendance, dependability, communication, and organizational skills.
- Ability to read and follow company policies, work instructions, safety procedures, quality requirements, and production documentation.
- Ability to manage multiple priorities, solve routine problems, and escalate concerns appropriately.
- Ability to work effectively and professionally with employees and management.

Physical and Work Requirements

The physical and environmental requirements will vary by department. Employees may be required to stand, walk, bend, reach, lift, carry, push, pull, and perform repetitive movements. Required personal protective equipment must be worn in accordance with company and departmental requirements.

This job description describes the general nature and level of work performed and is not intended to include every duty or responsibility. Duties may be modified based on departmental, facility, and business needs.

Benefits Overview:

- Competitive pay based on experience
- Health Insurance
- Dental and Vision Insurance
- Paid Time Off and Paid Company Holidays
- Employer Paid Basic Life Insurance
- Voluntary Life Insurance for Employee, Spouse, and Child(ren)
- 401(k) with Company Match
- Employer Paid Short Term and Long Disability Insurance

With my signature below I acknowledge that the above items are the primary activities of my position, subject to revision and/or addition, at any time.

Employee Signature

Print Name

Date

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