



Crude Clay Lead Job Description

This is an entry-level position for an individual who is looking to learn and grow within the AMACO company. The Crude Clay Lead role involves being a motivated individual who can help lead, plan, oversee and participate in the Crude Clay Division operations and activities; train and provide work direction to assigned personnel. This person will be under the immediate supervision of the Crude Clay Supervisor.

Responsibilities:

- Serves as a working leader of assigned personnel in the Crude Clay Division
- Assists with training of assigned personnel
- Assist Supervisor with daily production and reports
- Operate a computer to process reports and forms, and maintain inventory of materials.
- Train, provide work direction and coordinate the schedules and activities of assigned personnel; assist in training workers in computer operations.
- Write work instructions to document the process.
- Must be able to do cycle counts of materials. i.e., labels, boxes, cartons, etc.
- Operate a variety of equipment and vehicles; utilize a variety of hand tools as required; arrange/execute maintenance and repair of equipment as needed.
- Process requisitions for supplies; prepare various merchandise for delivery; prepare packages for shipping according to established procedures
- Must be able to report production output and activities
- Must be able to present information to management
- Perform other duties as assigned.
 - All duties of Job #04 (Line Equipment Operator)
 - All duties of Job #30 (Bulk Handling Operator)
 - All duties of Job #03 (Mix Operator)
 - All duties of Job #22 (Material Handler)

Knowledge and Abilities:

- Modern manufacturing and inventory procedures
- Issuing materials, proper and orderly storage, including optimum space utilization
- Departmental materials, equipment, and supplies
- Record-keeping techniques
- Health and safety regulations, including proper lifting techniques and housekeeping standards
- Interpersonal skills using tact, patience and courtesy



- Must be able to work in a hot environment
- Must be able to fill in for the supervisor (i.e., Work with other departments to ensure daily scheduling and production goals are obtained.
- Must be able to complete all Nav transactions necessary to keep department running effectively.
- Ability to document Note to Files for HR

Ability To:

- Plan, oversee, and participate in the operations and activities of the Crude Clay Division
- Receive, store, pick-up and distribute supplies, materials and equipment.
- Maintain appropriate stock levels.
- Train and provide work direction to others.
- Add, subtract, multiply and divide quickly and accurately.
- Operate a computer terminal.
- Communicate effectively both orally and in writing.
- Lift heavy objects.
- Maintain records, inventory and prepare reports.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.

Physical Demands:

- Work is performed while standing, sitting and/or walking.
- Requires the ability to communicate effectively using speech, vision and hearing.
- Requires the use of hands for simple grasping and fine manipulations.
- Requires bending, squatting, crawling, climbing, and reaching.
- Requires the ability to lift, carry, push or pull medium weights, up to 75 pounds (and higher, with assistance)
- Requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, and exposure to dust, fumes and gases.

Personal Attributes:

- Maintain regular attendance
- Adaptability
- Communication
- Customer service orientation
- Initiative



- Attention to detail
- Teamwork/Collaboration
- Work Standard
- Work autonomously

Qualifications:

- Candidate will be required to go through the interview process as well as provide an updated resume.
- In order to be considered for this position, candidates **MUST** submit a resume to HR if they desire to be setup for an interview. Only signing this job posting **DOES NOT** qualify you for an interview for this position.
- High School education or equivalent in experience
- Demonstrate leadership ability: Will be required to direct and work with our employees
- Good people skills and ability to interact with all levels of personnel is critical.
- Must be able to demonstrate basic computer skills and have the ability to learn AMACO Products & computer system.
- Must be able to read, understand, and comply with Bills of Material and Processing Instructions
- Demonstrate good organizational skills based on priorities and number of personnel available
- Must possess good time management skills and have the ability to multi-task.
- Willing and able to make decisions within the Team Leader area of responsibility.
- Good communication skills a must.