



Example of Crew Leader Job Description

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Our company is looking for a crew leader. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for crew leader

- Ensures that all activities follow documented operating procedures and recommends updates to existing procedures as required
- Coordinates & schedules crew vacation requests & overtime
- Ensures product meets quality standards, coordinates problem solving directly with QA floor inspector
- Performs job tasks of other team members of jobs of equal or lower grades
- Facilitates teamwork and coaching among team members
- Coordinate work activities and lead a team of Technicians but remain responsible for 'hands-on' operational work with the team
- Requisition materials and supplies for operations
- Ensure the proper use and (preventative) maintenance of department equipment, instruments and parts
- Prepare production and other reports, as may be required by the Manager / Supervisor
- Keep Manager / Supervisor informed of any operational, safety or housekeeping issues, actions taken or required, and situations in the area

Qualifications for crew leader

- Routinely walking, stooping, kneeling, crouching, bending and squatting, climbing up / down ladders and stairs, standing, sitting and negotiating uneven and moving surfaces

- Ability to identify and establish expectations in an employee/employer relationship (subordinate/manager) •Solid leadership, communication, motivation and interpersonal skills, and the ability to manage project(s) that will include working with individuals with varying disciplines, backgrounds and experience levels •Must be able to work with a team, take direction from supervisor(s), prioritize work schedules, focus attention on details, and follow work rules
- Exceptional verbal and written communication skills, including but not limited to the ability to present ideas
- Requires regularly standing & walking 100% of shift on a concrete floor, carrying, climbing, and reaching
- Mental alertness to stop equipment when jam occurs