



## JOB POSTING

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**POSTING DATE:** September 25, 2018 until filled, preference will be given to applications received by October 9, 2018.

**POSITION & LOCATION:** QUALITY ASSURANCE LEAD (Foss Way location)

**QUALIFICATIONS:**

- High School Diploma or equivalent.
- Must be physically able to lift, carry and move production materials (up to 25lbs) in a safe manner.
- Satisfactory Abuser Registry, Web-database and criminal background checks as defined in OAC 5123:2-2-02.
- Possess and maintain a valid Ohio driver's license with less than six (6) points on record at any time.
- Maintain the ability to pass a drug screen.
- Ability to accurately complete arithmetic calculations including fractions and decimals.
- Ability to obtain and maintain Forklift Operator Certificate.

**PREFERRED QUALIFICATIONS:**

- Forklift Operator Certificate
- Associate's Degree in rehabilitation or a business-related field.
- Two years' experience working in manufacturing, assembly and or packaging environment.

**DUTIES:**

- Provides oversight and supervision of Production Specialists completing day-to-day operations based on the type of work obtained through outside businesses including, but not limited to small parts assembly, general production, paper sorting, simple hand packaging and cleaning.
- Acts as a final line of Quality Control on all finished product leaving RTI. This includes counting and visually checking for accuracy. Maintain an accurate and up-to-date binder of all SOP (Standard Operating Procedures) for all jobs performed in the production facility including cross referencing with Production and Career Discovery Coordinator for accuracy and potential needed updates.
- Ensure boxes or other supplies required for work are available. Maintain an inventory of all supplies required for jobs and notify supervisor of items needed. Accurately complete any documents required for work including, but not limited to quality control documents and other paperwork specific to different production jobs completed by RTI.
- May be asked to assist in moving product required for work into the proper location within the production facility to promote efficiency and productivity. May be asked to assist in loading and unloading deliveries from FedEx, UPS, CEVA, ABF Freight, etc., as needed.
- May be asked to safely operate a box truck or other designated vehicle for pickup and delivery of all product required for work on the RTI production floor when needed.
- Monitor the production floor for safety hazards and overall cleanliness. Knowledge of and ability to follow all OSHA rules and regulations.
- Supervises Production Specialist in a structured production facility. In conjunction with the Production and Career Discovery Coordinator, recommends hiring of new employees and transfers. Develops objectives with staff supervised and performs Performance Evaluations as scheduled. Recommends training opportunities for staff supervised. Facilitates team meetings for training and planning and maintains a culture of continuous quality improvement. Initiates and makes recommendations for the Performance Management and Corrective Action process. Maintains accurate timesheets of employees supervised.
- Attends meetings and training sessions as requested. Participates in professional growth opportunities as requested.
- Performs other related duties as assigned.

**HOURS:** 7:00 a.m. to 3:30 p.m., Monday through Friday, with a half hour unpaid lunch period.

**SALARY & BENEFITS:** \$10.30 per hour. Benefits include medical, health savings account, dental, vision, short-term disability, basic and voluntary life insurance, PTO, holiday pay and 401(k)

**FLSA:** Non-exempt from overtime.

**CONTACT:** To be considered please submit applications/resumes online, by email to [michelle.ezerski@rtindustries.org](mailto:michelle.ezerski@rtindustries.org), US Mail, fax or by hand-delivery. You may attach a resume; however, the RTI application **must** be completed. The application is available at the RTI offices or can be downloaded at [www.rtindustries.org/careers](http://www.rtindustries.org/careers).

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