

## **Exceed Enterprises, Inc.**

### **JOB DESCRIPTION**

***\*\*We ask that serious candidates complete 7-minute online test pre-employment test (through indeed.com at the time of application) to be considered.\*\****

**POSITION:** Production Lead (working with some adults with intellectual developmental disabilities)

**CLASSIFICATION:** Full-time, Regular, Non-Exempt

**DEPARTMENT:** Group Supported Employment

**POSITIONS SUPERVISED:** Production Personnel

**SUPERVISOR:** Supervisor or Program Manager/Director

**BENEFITS:** As outlined in Exceed Enterprises Personnel Policies

### **REPRESENTATIVE OF ESSENTIAL DUTIES and RESPONSIBILITIES**

#### **General**

As a lead, provide supervisory support and relief while also serving as a mentor and trainer for workers to develop, coordinate, manage and expedite their vocational success through work experiences at assigned work location.

#### **Essential**

- Under the general direction of the Supervisor/Program Manager/Director, lead and mentor a crew of workers with disabilities on contract work.
- In association with the Supervisor, provide vocational training on job site.
- Assist with the production planning, organizing and execution to comply with Host Company requirements.
- Ensure an efficient work flow that maximizes the amount of work produced by each worker.
- Conduct quality control according to customer specifications.
- Assist in maintaining accurate inventory of supplies and materials, as requested by the Host Company.
- Assist the Supervisor by providing input for vocational assessments, progress reports and implementation and maintenance of behavior modification programs with workers.
- Manage and de-escalate worker behavioral issues, if needed.
- Ensure safety of workers.
- Transport workers to and from the community worksite, as position requires.
- Obtain and maintain forklift certification and operate other devices for materials handling, as required.
- Perform other duties as assigned by the Supervisor, Program Manager or Director.

## MINIMUM QUALIFICATIONS

### Essential

- High school diploma or equivalent
- One (1) year of experience in a related field.
- The ability to plan for and meet deadlines.
- Able to exercise discretion and judgment in daily performance.
- Able to interact positively and coach workers in a production environment.
- Valid Oregon/Washington driver's license and safe driving record, as position requires.
- Ability and willingness to obtain forklift certification (paid for by the company)
- Must have own transportation to transport workers, as position requires.
- Ability to travel to various work locations, as needed.
- Able to occasionally lift 50 pounds maximum with frequent lifting, bending, stooping and/or carrying objects weighing up to 25 lbs.
- Must be able to perform physical labor requiring continual and repetitive use of large motor skills to stand, move about in tight spaces, maintain balance, reach and continual and repetitive use of fine motor skills and manual dexterity.
- Must be able to work on hard surfaces for long periods of time.
- Must be able to work in all weather conditions including seasonally hot or cold temperatures and in climate weather.
- Complete assignments as requested by the supervisor, Program Manager or Director.
- **Preferred:** Relevant experience or education in service to people with disabilities.

### **COMPANY BENEFITS for Full-time Employees:**

**The 2019-2020 Company Contribution to your Benefits \$639.00 per month (\$7,668 per year). This allotment will cover the employees health and dental with a \$1,000 Kaiser deductible.**

Note: Cost of benefits is subject to change each fiscal year (effective July 1st)  
If the employee has other health and welfare benefits, they can contribute the \$639 to a Tax-Sheltered Annuity (TSA) 403(b) Retirement Account.

**CAFETERIA 125 PLAN:** Group Premiums / Dependent Care / Health Care Reimbursement Account

**MEDICAL / PRESCRIPTION / VISION INSURANCE:** Kaiser (\$500, \$1000, \$1500)

**DENTAL INSURANCE** (Delta PPO and Willamette HMO Dental)

**\$25,000 LIFE INSURANCE / AD&D / SHORT-TERM DISABILITY (Company Paid):**

**EMPLOYEE ASSISTANCE PROGRAM:** Work-Family-Life Counseling and Referrals

**PAID TIME-OFF (PTO): Year 1: 12 days, accruals higher thereafter**

**HOLIDAYS: 8 paid holidays plus one personal "floating" holiday per year.**

**403(b) RETIREMENT PROGRAM / TAX SHELTERED ANNUITY (Voluntary)**

**VOLUNTARY OPTIONS (Paid by Employee):**

Short-term disability/Accident/Cancer/Critical Illness/Life Insurance policies (Colonial)

Legal Services (Legal Shield / ID Shield (identify theft)

Pet Insurance (ASPCA or Health Paws/Cascade Centers EAP)

Minimum requirements (Indeed screening):

**REQUIRED:**

1. Minimum of 1 year of relevant experience
2. Minimum of 1 year of warehouse experience
3. Valid Oregon or Washington driver's license
4. Willing to undergo a background check
5. Authorized to work in the U.S.

**PRE-EMPLOYMENT TEST:**

Personality – Hard working (7 minute multiple choice)