

**Department:** Administration

**FLSA Status:** Exempt

**Reports to:** Operations Manager

**Date:** September 9, 2024

## POSITION SUMMARY:

The Continuous Improvement (CI) Specialist is responsible for driving continuous improvement initiatives and enhancing operational efficiency by implementing lean methodologies and data-driven strategies. This role focuses on optimizing processes, reducing waste, and fostering a culture of continuous improvement. The CI Specialist will work cross-functionally to ensure standard work, efficient changeover processes, data analysis, and the deployment of improvement tools like Value Stream Mapping (VSM), 5S, SMED, DMAIC, and Standard Operating Procedures (SOPs).

## ESSENTIAL FUNCTIONS:

The duties identified below are the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- **Standard Work Implementation:**
  - Develop and document Standard Operating Procedures (SOPs) and Standard Work practices to ensure process consistency and repeatability.
  - Train and coach teams on adherence to Standard Work to drive operational excellence.
- **SMED (Single Minute Exchange of Dies):**
  - Lead SMED initiatives to minimize equipment changeover times and increase equipment availability.
  - Collaborate with production teams to identify quick wins and long-term improvements in the setup process.
- **Value Stream Mapping (VSM):**
  - Conduct Value Stream Mapping (VSM) sessions to identify waste and inefficiencies in processes.
  - Collaborate with cross-functional teams to develop and implement action plans for process improvements based on VSM results.
- **DMAIC Problem Solving:**
  - Utilize the DMAIC (Define, Measure, Analyze, Improve, Control) methodology to lead structured problem-solving initiatives.
  - Apply root cause analysis tools such as Fishbone diagrams, 5-Whys, and Pareto analysis to drive sustainable solutions.
- **5S Implementation:**
  - Lead 5S (Sort, Set in Order, Shine, Standardize, Sustain) initiatives to create and maintain a clean, organized, and safe working environment.
  - Train staff on the principles of 5S and monitor adherence to standards.
- **Continuous Improvement Culture:**
  - Promote a culture of continuous improvement by encouraging employee involvement and ownership of improvement initiatives.
  - Facilitate Kaizen events and other CI workshops to engage employees in identifying and solving process inefficiencies.
- **Data Analysis & Reporting:**
  - Collect, analyze, and interpret data to identify trends and improvement opportunities in production, quality, and operational efficiency.

- Develop and present reports and key performance indicators (KPIs) to leadership, highlighting progress and impact of CI initiatives.
- Provide insights and recommendations based on data analysis to drive decision-making.
- **Training and Coaching:**
  - Conduct training sessions for employees at all levels on Lean principles, tools, and CI methodologies.
  - Provide ongoing coaching and support to teams to ensure successful implementation of improvement initiatives
- Other assignments as made by management

### QUALIFICATIONS:

To perform this position successfully, an individual must demonstrate regular, predictable attendance and be able to perform each essential duty satisfactorily. Must be able to work in groups, as well as alone, oriented towards the good of the whole. Contain ability to build rapport and good working relationship with co-workers.

- 3+ years of experience in continuous improvement, lean manufacturing, or process optimization.
- Strong understanding of Lean methodologies and other CI tools.
- Proficiency in Value Stream Mapping, SMED, 5S, and DMAIC problem-solving.
- Experience in developing and deploying Standard Work and SOPs.
- Excellent data analysis skills, with proficiency in Excel, Power BI, or other data tools.
- Strong communication, facilitation, and leadership skills.
- Ability to work cross-functionally and engage teams in improvement initiatives.
- Experience in manufacturing preferred.
- Proficiency in CI software or ERP systems preferred.

### PHYSICAL REQUIREMENTS:

This role may require working in both office and shop floor environments. The CI Specialist must be comfortable interacting with operators and management, leading hands-on improvement initiatives, and making data-driven recommendations.