THERMO BOND BUILDINGS	JOB DESCRIPTION CONTINUOUS IMPROVEMENT SPECIALIST	TBA-HR-FJ-269

REPORTS TO:	Director of Continuous Improvements	PAY:	Salary
POSITION	Full Time	FLSA CLASS	Exempt
DEPARTMENT	Operations	SHIFT	Day

JOB SUMMARY:

The Continuous Improvement Specialist identifies and implements continuous improvement projects across all company locations. This role analyzes processes to reduce waste, increase labor efficiency and equipment utilization, and lower operational costs, all while maintaining safety and quality standards. The ideal candidate is a hands-on problem solver who communicates well and can manage multiple priorities in a fast-paced environment.

SUPERVISORY RESPONSIBILITIES:

- None

ESSENTIAL FUNCTIONS:

- Identify and implement continuous improvement projects across all company locations.
- Analyze processes and reduce the 8 wastes associated with lean manufacturing.
- Increase labor efficiency and equipment utilization.
- Develop solutions to reduce operational costs while maintaining safety and quality standards.
- Optimize product flow and reduce production bottlenecks.
- Lead layout optimization initiatives to improve efficiency and workflow.
- Develop and maintain key performance indicators (KPIs) related to productivity, throughput, waste reduction, and efficiency.
- Partner with location leadership and cross-functional teams to drive and sustain improvement initiatives including 5S projects.
- Communicate project status, findings, and recommendations to stakeholders at all levels.

REQUIRED SKILLS / ABILITIES

The Continuous Improvement Specialist should have knowledge of business operations and operational excellence practices, strong verbal and written communication, organizational, and time management skills. Proficient with Microsoft Office suite, including Excel, Word, and Outlook or similar software.

TRAVEL, HOURS OF WORK, & SUPERVISION:

This position normally requires the individual to be physically present at one or more TBB manufacturing location Monday through Friday as deemed necessary. The Continuous Improvement Specialist may be required to travel extensively and may frequently be required to remain out of town on overnight trips in fulfillment of his or her job responsibilities. This position will report to the Director of Continuous Improvement.

CERTIFICATES, LICENSES AND REGISTRATIONS:

- None

EDUCATION AND EXPERIENCE

- 2+ years of experience in a related continuous improvement, manufacturing, or operations role.
- No college degree required.
- Strong written and verbal communication skills.
- Ability to manage multiple priorities in a fast-paced environment.
- Working knowledge of lean manufacturing principles.
- Six Sigma green belt preferred, Kaizen, and/or Continuous Improvement training.
- Willingness and ability to travel to other company locations as needed.

PHYSICAL REQUIREMENTS (including but not limited to):

- Prolonged periods sitting at a desk and working on a computer.
- Ability to work in cubicle setting.
- Must be able to lift up to 15 pounds at times.

Revision Date	Author	Description
8/18/2026	BP	Original Release
8/21/2026	GR	Updated