

Production Manager

Reports To:

The Production Manager reports to the Operations Director.

Job Overview:

The Production Manager is a full-time, salaried position designed to manage, complete, and improve the production process. The Production Manager must be a team-oriented, self-motivated individual with exemplary communication and organizational skills. The Production Manager must be flexible while maintaining the ability to accomplish required tasks on a deadline. An ability to manage both people and tasks while following a production schedule and maintaining company lean manufacturing goals is a must for success.

Responsibilities and Duties:

The Function of the Production Manager is to:

1. Practice proper PPE compliance and maintain a safe working record and environment
 - a. Complete safety documentation for incidents involving machinery and personnel
 - b. Review and adhere to all safety manuals, including the Accident Prevention Policy, Accident Investigation Program, and the Lockout Tag Out Policy
 - c. Administer or supervise safety training and documentation
2. Maintain communication with management and other department managers
3. Immediately address unsafe conditions, acts, or injuries, communicating with the Operations Director as necessary
4. Lead in hiring efforts for the Production team
 - a. Review resumes
 - b. Conduct interviews
 - c. Oversee new hire orientation
5. Maintain a motivated, team-oriented production staff
 - a. Conduct yearly reviews
 - b. Respond to personnel issues as they arise
6. Approve weekly time sheets and provide to Office Staff
7. Develop and maintain Production schedules to meet company inventory goals and fulfill orders
8. Schedule weekly production and tooling changeovers
9. Practice proper equipment operation and preventative maintenance, delegating repair and maintenance activities to the proper Production team members
10. Review inventory and production reports
11. Assist in project management of capital expansion and lean initiatives
12. Maintain and build job skills through company and outside training programs
13. Lead 5 S and continuous improvement activities
14. Ensure that all quality specifications are met for all products produced
 - a. Develop a plan to achieve 0% scrap and 0% quality deviations
15. Meet or exceed standard production efficiencies on all production lines
16. Improve production efficiencies through lean manufacturing
17. Troubleshoot equipment/process problems

18. Ensure proper management of operating supply purchases via internal PO system or company credit card
19. Order and maintain spare parts and consumables inventories

Qualifications:

- Education level: A high school diploma or equivalent is required.
- Experience: A minimum of 1 year of manufacturing or production supervisory experience.
- Specific skills: The Production Manager will have the ability to work in a loud environment. The Production Manager will possess effective communication skills with the ability to apply common sense understanding to carry out various instructions. They should be able to inspire teamwork among Production Operators and Line Coilers. The Production Manager should have an inclination toward safety with at least a cursory knowledge of OSHA standards. Mechanical knowledge and ability to fix machinery is a plus but not required.
- Personal characteristics: The Production Manager will have the ability to problem-solve and prioritize tasks in a fast-paced environment. They should be highly self-motivated.
- Physical abilities: They will be expected to lift up to 25 pounds consistently and 75 pounds occasionally. The Production Manager will need to use hands and reach with hands/arms, stand, walk, climb, balance, stoop, kneel, crouch, or crawl for up to $\frac{2}{3}$ of the workday. Good distance vision (clear vision at 20 feet or more), peripheral vision, and depth perception is a must.