



POSITION TITLE: PRODUCTION MANAGER

Reports To: **Plant Manager**

Position Summary

The production manager is responsible for overseeing the success of the manufacturing within the company. Their role involves planning, coordinating, and controlling the manufacturing processes to ensure that goods are produced efficiently, on time, within budget, and to the required quality standards. They also oversee training, managing, and motivation of the production team, monitor production schedules, and implement process improvements to increase productivity safely and within budget.

Essential Duties and Responsibilities

The essential functions include, but are not limited to the following:

- Overseeing manufacturing adhering to LEAN principles
- Planning and creating workflow policies and procedures to maximize efficiency without compromising safety or quality
- Providing support on inventory management, quality control, and ensuring compliance with health and safety regulations.
- Provide leadership, training, coaching, and accountability to production supervisor and other production teammates as needed
- Ensuring that any Production Supervisors and Leads have proper training, tools, and equipment need to fulfill the duties of their position successfully and continue growth
- Gathering, review, and analyze production data regularly and use said data to make decisions, make changes, and provide guidance to the production team
- Setting, monitoring and managing monthly KPI's for production to achieve agreed company targets and foster growth
- Coordinating with leadership to ensure production goals, plans, and priorities fit within those of the company as a whole
- Providing guidance to area leaders on the plan to achieve success
- Manage system processes and data for accuracy and efficiency, including ensuring system data matches current production.

- Monitor labor priorities to ensure timely production that meets deadlines
- Oversee staffing
- Provide solutions to overcome challenges of capacity constraints, negative trending data, team member or culture issues, urgent matters, and emergencies.
- Coordinate with purchaser as needed to ensure necessary materials are present for production
- Assisting in Production when necessary
- Other duties as assigned

Minimum Qualifications (Knowledge, Skills, and Abilities)

- Ability to create accountability and to lead by example
- Strong team building, decision-making, and management skills
- Excellent oral and written communication skills
- Ability to be a team player and meet deadlines
- High School Diploma or GED preferred, or an equivalent combination of education and experience
- 1-2 years of related experience working in similar industry; additional education may be substituted for years of work experience
- Forklift certification (Recertification can be provided)
- Manual dexterity required for operating machinery
- Computer literacy

Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

While performing the duties of this position, the employee frequently is required to use hands or finger, handle, or feel objects, tools or controls. The employee is required to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this position include close vision, distance vision, peripheral vision, and the ability to adjust focus. While performing the duties of this job, the employee is exposed to plant environment to include moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The use of safety equipment to include but not limited to; eye safety glasses,

hearing protectors, and work boots. Loose fitting clothes and jewelry are not permitted. The noise level in the work environment is usually moderate to high.

Note

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Reviewed with employee by:

Signature: _____

Name (print): _____

Title: _____

Date: _____

Received and accepted by:

Signature: _____

Name (print): _____

Title: _____

Date: _____

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.

