

PRODUCTION MANAGER

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| Reports To: | General Manager | Department: | Operations | Status: | Exempt |
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Summary

This position will direct and coordinate the production at the facility to ensure efficiencies in operation in order to meet production and quality guidelines. The Production Manager is responsible for daily coordination of all hourly employees for delegating work to individuals and Supervisors at the location. This position is responsible for communicating to the Plant Manager and Supervisors to discuss overall facility production. In addition, the employee checks and monitors production and readjusts work assignments as required.

Duties and Responsibilities

The essential duties and responsibilities are listed below. Other duties may be assigned.

- Monitor production efficiencies throughout the facility.
- Monitor training of employees; assure that all training and safety programs are adhered to.
- Coordinate with Shop Foreman in scheduling to obtain optimum efficiency with available work.
- Evaluate production and control labor costs and supply expense.
- Motor car-flow to shop.
- Assist General Manager in forecasting workforce needs.
- Assist General Manager in evaluating production plant for inefficiencies.
- Other duties and projects as assigned by the General Manager.
- Manage facility in absence of General Manager.

Knowledge & Skills

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The individual will possess the following knowledge, characteristics, skills and/or abilities:

- Keen working knowledge of AAR quality standards and FRA Rules.
- Proficient in personal computer software applications, including Word, Excel, Power Point, Outlook.
- Attention to detail in composing, typing, and proofing materials, establishing priorities and meeting deadlines.
- Ability to maintain appropriate levels of confidentiality and sensitive information.
- Ability to develop and maintain positive working relationships and teamwork.
- Good spelling, grammar, and written communication skills.
- Excellent oral communication skills.
- Excellent judgment and decision making skills.
- Ability to develop long-term plans and programs and to evaluate work accomplishments.
- Ability to establish and maintain effective relationships with General Manager and employees.
- Ability to present facts and recommendations in oral and written form.
- Willingness to complete additional training or education as needed.

Education and Experience

- Minimum of five years experience in a supervisory or similar management position.

Working Conditions**Environment:**

With the exception of clerical, administrative, and some management positions, which require indoor work, the physical environment requires the employee to work both inside and outside in heat/cold, wet/humid, dry/arid and dusty conditions. Employees are required to use personal protective equipment as environmental conditions dictate.

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