



Position Title: Operations Manager

Date: 2018-1-4

Accountable To: Vice President

Primary Objective of Position

To lead, manage and coach our manufacturing operations ensuring that the highest level of performance is maintained at all times in all areas of our business including Safety, Quality, Delivery and Costs while modeling and promoting company values.

To create a vision of the plant's future to meet our customer and business needs. Develop and foster effective and productive teams using ongoing performance management. Ensure that continual process improvement is practiced through the use of Lean Manufacturing tools and activities. Set goals and plan a course of action for the plant.

Major Areas of Accountability

SAFETY AND COMPLIANCE

Administers and monitors the safety program; enforces compliance with all safety rules and regulations, and takes prompt corrective action concerning potential safety hazards.

QUALITY

Oversees and directs the quality team for implementing, coordinating, and improving the quality systems and product quality. Ensure that the organization's Quality Management System conforms to customer, internal, ISO9001, and regulatory/legal requirements.

DELIVERY

Responsible for improving our 98% on-time delivery while working to reduce lead times.

Plans and executes production schedules to meet customer and company goals. Considering delivery schedules, the availability of equipment, materials and supplies, and efficient utilization of manpower. Ensures that we maintain an inventory program that balances delivery and carrying costs.

COSTS and CONTINUOUS IMPROVEMENT

Plans and executes a continuous improvement plan to improve quality while reducing waste, lead time, and cost.

MANUFACTURING ENGINEERING/PROGRAMMING

Oversees manufacturing engineering to develop manufacturing processes that meet cost and quality standards. This role will also include hands on programming and troubleshooting of CNC programs.

FACILITIES AND EQUIPMENT

Responsible for the protection, care, maintenance and cleanliness of company facilities and equipment to meet the Company's high standards for quality and cleanliness.



SUPERVISION OF DIRECT REPORTS

Directs, develops assigned employees to aid them in attaining their objectives and in developing their full potential which may contain on-the-job training. Administers personnel policies in a fair and equitable manner regarding wages, discipline, tardiness, absenteeism, insubordination and overtime, and ensures appropriate documentation of incidents and actions taken.

Performs other duties and responsibilities as apparent or assigned.

ESSENTIAL QUALIFICATIONS

- Ten years of manufacturing experience demonstrating progressive responsibilities. Experience in the machining industry.
- Demonstrated manufacturing management experience in one or more production functions.
- Working knowledge of production, planning, inventories, quality, engineering, lean and plant safety compliance issues
- Demonstrated high level of effective communication through written and verbal skills
- Keen analytical, organizational and problem-solving skills
- Interacts with all levels of the organization
- Ability to isolate and resolve complex problems within the business environment
- Ability to solve problems and work with co-workers on customer issues
- Demonstrated understanding of ISO systems and procedures
- Conflict management

DESIRABLE QUALIFICATIONS

- College degree in business, engineering or operations management
- Previous plant/operations management experience in the machining industry, job shop machining preferred
- Experience in Lean leader
- Six Sigma Green or Black belt
- Theory of constraints

Must live and promote our Core Values

- Customer Focused
- Innovative
- Team Player
- “Can do” attitude

WORK ENVIRONMENT

Inside; office environment, shop-manufacturing environment.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS

Computer, phone, e-mail, other PC tools. Also uses other various office equipment.



WORK SCHEDULE

Full-time, day shift. Must be available for business travel as needed.

COMPENSATION

Exempt position; pay based on education, experience and market.

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.