



## JOB DESCRIPTION

**Job Title:** Production Manager  
**Department:** Operations  
**Reports To:** Director of Operations  
**FLSA Status:** Exempt

**Position Summary:** Manages the operations of all production areas to ensure that volume, cost, and quality standards are achieved. Plans and establishes work schedules, staffing requirements, and production sequences to maximize productivity. Provides production process analysis and makes recommendations on solutions to process improvements. Familiar with a variety of the field's concepts, practices, and procedures including experience with Lean Manufacturing. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Manages subordinate staff in the day-to-day performance of their jobs. True first level manager. Ensures that project/department milestones/goals are met and adhering to approved budgets. Has full authority for personnel actions. Extensive knowledge of department processes.

**Essential Duties and Responsibilities:** To perform this job successfully, an individual must be able to perform the following satisfactorily; other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Plan a production schedule for the job
- Implement and control the production schedule
- Review and adjust the schedule where needed
- Determine the human resources required
- Determine the material resources required
- Manage human and material resources to meet production targets
- Make recommendations about equipment use, maintenance, modification and procurement.
- Work out and implement standard operating procedures for production operations
- Perform or coordinate training for all procedures and safety standards
- Ensure that standard operating procedures and quality procedures are followed
- Ensure implementation and adherence to health and safety procedures
- Monitor quality standards of products
- Implement and enforce quality control and tracking programs to meet quality objectives
- Analyze production and quality control to detect and correct problems
- Determine and implement improvements to the production process
- Prepare and maintain production reports
- Monitor and review the performance of staff and organize necessary interventions for improvement
- Estimate production costs
- Set production budgets
- Manage production budgets
- Implement cost control programs
- Ensure efficient collaboration and co-ordination between relevant departments including procurement,

distribution and management

**Competencies:** To perform the job successfully, an individual should demonstrate the following.

Continuous Learning - Assesses own strengths and weaknesses; seeks feedback to improve performance; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

Project Management - Develops project plans; coordinates projects; communicates changes and progress; completes projects on time and budget; manages project team activities.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.

Written Communication - Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.

Team Leadership - Fosters team cooperation; defines team roles and responsibilities; supports group problem solving; ensures progress toward goals; acknowledges team accomplishments.

Delegation - Delegates work assignments; matches the responsibility to the person; gives authority to work independently; sets expectations and monitors delegated activities; provides recognition for results.

Impact & Influence - Pursues and wins support for ideas; displays ability to influence key decision-makers; achieves win-win outcomes; uses authority appropriately to accomplish goals; addresses divergent opinions.

Organizational Support - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; benefits organization through outside activities; supports affirmative action and respects diversity.

Dependability - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals.; completes tasks on time or notifies appropriate person with an alternate plan.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education/Experience:**

Bachelor's degree from four-year college or university; 10 years related experience in manufacturing; or equivalent combination of education and experience.

**Language Ability:**

Read, analyze and interpret business, professional, technical or governmental documents. Write reports, business correspondence and procedure manuals. Effectively present information and respond to questions from managers, customers and the public.

**Mathematical Ability:**

Work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Apply concepts such as fractions, percentages, ratios and proportions to practical situations.

**Reasoning Ability:**

Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Computer Skills:** Intermediate Microsoft Office, ERP (Epicor Preferred)

**Supervisory Responsibilities:** Manages subordinate employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally exposed to fumes or airborne particles and vibration. The noise level in the work environment is usually loud.

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

While performing the duties of this Job, the employee is regularly required to stand; walk; reach with hands and arms; talk or hear and taste or smell. The employee is occasionally required to use hands to finger, handle, or feel; climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

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**ACKNOWLEDGED: Supervisor/Manager Signature**

\_\_\_\_\_  
**Date**

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**ACKNOWLEDGED: Employee Signature**

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**Date**

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**PRINT: Employee Name**