



Manager, Production

Department	Manager, Production
Reports to	Vice President of Operations
Supervises	Production staff
Classification	Exempt

In the performance of their respective tasks and duties, all employees are expected to meet the following:

- Perform quality work within deadlines without direct supervision.
- Interact professionally with other employees, customers and suppliers.
- Work effectively as a team contributor on all assignments.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.
- Deliver great customer service to both internal and external customers.
- Demonstrate the Core Values: Expertise, Service, and Passion.

Job purpose

The Production Manager is responsible for creating operational strategies that set the focus and control resource allocations for all Production activities. He/she directs and controls all activities in accordance with identified company goals to ensure safety, quality, production efficiency, continuous improvement, and cost effectiveness within each division. He/she works with all departments and production scheduling to ensure product is being manufactured as needed to fulfill customer orders. The Production Manager is the core of the factory that brings together and syncs all departments with an emphasis on production sequencing in highly interrelated departments utilized for structural tube fabrication (mechanical tube fabrication is highly self contained). The Production Manager is also responsible for managing safety and maintenance programs for the factory.

Essential Duties and responsibilities

Creates, Leads and Helps Implement Annual Production Strategies that Drives Results and Provides Focus for all Production functions

- Develop short and long term strategies
- Monitors all the goals and provides the team with feedback
- Monitors daily activities
- Work together with direct reports to remove hurdles that are in the way of goal completion

Responsible for Building & Maintaining a Dynamic, Cohesive and Diverse Production Team

- Hiring, training and mentoring associates that fit Superior Tube Products' core values

Responsible for Operational Effectiveness and Efficiency to Include, but not Limited to the Following

- Utilize internal expertise, the ESP engineering department, industry peer input and third-party resources to select and implement manufacturing methods, labor standards, workflow, sequence and layout of operations to promote efficient utilization
 - This includes managing these resources for the design, fabrication, programming, validation, and maintenance of assembly fixtures and equipment with appropriate controls to maintain PPM levels;
 - Managing these resources to effectively transition new projects from prototype to production.
- Supports Quality Objectives
 - Coordinate and implement in-process quality control objectives, activities, or procedures to prevent problems, resolve problems, maximize process and product reliability, or minimize costs
 - Perform root cause analysis, working with Quality Engineers to implement corrective actions in a timely manner
- Supports Inventory Control
 - Supports the implementation, sustainability, and integrity of electronic inventory management
 - Supports efficient inventory work flows

Leads Lean Initiatives to Drive Resource Efficiencies

- Champions a Lean culture through developing and leading continuous improvement projects and efficiencies by using lean tools and principles

Analyzes Financial Results of Various Departments

- Analyzing variances and initiates corrective actions
- Makes recommendations to reduce or eliminate costs

Maintains Professional & Technical Knowledge

- Attends educational workshops, reviews publications and networking opportunities

To perform this job successfully, an individual must be able to accomplish each essential job function 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.

Qualifications

Education, Licenses/Certifications and Work Experience

Bachelor’s degree in related field and at least 5 years of Production and/or management experience, or equivalent combination of education and/or experience.

Job Skills, Knowledge, and Abilities

- Language Skills: Ability to read and interpret complex documents such as financial statements, blueprints, and procedure manuals. Possesses high level business writing skills. Ability to speak effectively before groups of customers or associates of Superior Tube Products.
- Quantitative Skills: Ability to work with mathematical concepts such as probability and statistics. Ability to apply concepts such as fractions, percentages, ratios, graphs, and proportions to practical situations.
- Critical Thinking: Able to display high level reasoning skills in order to solve multiple, complex situations.
- Technical Skills: Advanced Computer Skills. Proficient in Microsoft Outlook, Word, Excel, and PowerPoint and Database systems.
- Other Critical Competencies:
 - Decision making/judgment: recognizes problems and responds, systematically gathers information, sorts through complex issues, seeks input from others, addresses root cause of issues, makes timely decisions, can make difficult decisions, uses consensus when possible, communicates decisions to others
 - Budgets/Cost Control: plans for and uses resources efficiently, always looks for ways to reduce costs, creates accurate and realistic budgets working with the VP of Operations, contributes to budget planning
 - Team Leadership: anticipates and resolves conflicts, turns team diversity into an advantage, uses unique team talents, defines processes and goals, works for consensus
 - Global Perspective: awareness of and appreciation for complexity of global business environment (practices, compliance, etc.), able to manage a virtual team
 - Interpersonal Skills: has good listening skills, builds strong relationships, is flexible/open-minded, negotiates effectively, solicits performance feedback, handles constructive criticism
 - People Management: defines roles and responsibilities, motivates and challenges employees, delegates effectively, rewards contributions, manages collaboratively
 - Managing for Results: sets challenging and productive goals for team; keeps team accountable for actions; provides leadership and motivation, provides resources and support, uses checkpoints and data to track progress, sets up systems and processes to measure results

Working conditions

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.

The noise level requires hearing protection.

Physical requirements

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 abilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk, stand, sit, talk or hear, and view a computer monitor or video display. The employee frequently is required to use hands and/or fingers to type, handle, or feel. This position is hands-on and the majority of the work performed will be on the factory floor. Employee may be required to travel long distances with overnight stays.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

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