

Job Title: Operations Manager

Department: Operations

Manager: COO

FLSA: Exempt **Job Status:** Full Time

Job Duties & Responsibilities: Include the following, as well as other duties that may be assigned.**Key Duties:**

This impact role is responsible for enhancing the GMI culture and morale for the hourly operations team. This individual oversees the production/operation and provide proactive leadership and work direction for production employees.

What You Will Be Responsible For and Doing:

- The metrics you are directly responsible for are On-Time Delivery and Labor Percentage of Sales. To be successful with these metrics you need to develop an engaged, cross-trained workforce, that is capable and willing to flex to the areas of need in the business. Creating tools and partnering with other parts of the business (scheduling, quality, continuous improvement, Employee Services) will help facilitate your success.
- Plan and organize production staff and equipment to achieve the rate necessary to meet sale requirements and achieve production goals. Communicate plans, schedules and goals to production leads as necessary and monitor progress to achieve those goals. Make sure production schedules are completed daily.
- Drive our values throughout production team so to have the best team possible. Hire the best employees and address poor performers (strong partnership with Employee Services).
- Understand and enforce company policies, core values, lean practices, safety 6S and be able to administer them fairly and consistently. Work with Employee Services on interpretation and application.
- Responsible for compliance to statutes such as OSHA, Workers' Compensation, etc. that affect the production areas and employee health and safety.
- Serve as a mentor for our production leads to help them achieve success in developing their teams and maximizing their leadership.
- Facilitate bottom-up improvements and remove obstacles by partnering with quality, engineering, continuous improvement, inventory, scheduling, and maintenance to help push through our employee's improvements.
- Serve as the field general for the team. Having the pulse of the team so you understand what is occurring personally and what is impacting the metrics is vital to your success in this role.
- Notify Purchasing, Inventory Services and Warehouse personnel of any inventory outages/material problems.

Qualifications: 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:

BSc/BA in Engineering or Business Administration or similar production related field preferred or equivalent training and experience. Talented up and coming folks are encouraged to apply.

Certificates, Licenses, Registrations: Experience/Certification in Six Sigma and/or Lean Preferred.

Knowledge and Competencies: The following key competencies represent qualities, traits and behaviors that a successful employee will exhibit. This list is not exhaustive, as other qualities, traits and behaviors are desired.

- Role model GMI core values and hold others accountable.
- Positive/optimistic – Can do, make things happen attitude (genuinely believes the organization can reach forecasted goals).
- Action-oriented (“roll-up your sleeves attitude”) – Gathers appropriate input and takes action. Meets deadlines and continues to bring new ideas and projects to accelerate GMI’s growth.
- Proven coordination with peers.
- Strong team player – sharing information with peers and managers; effectively working with people across departments and business levels to accomplish company goals.
- Self and Other-Directed – Actively seeking solutions and improvements towards achieving goals.
- Leader with strong EQ and ability to apply in conflict situations to effectively resolve issues.
- Demonstrated ability serving as a direct model of behavior.
- Demonstrated use of Microsoft Office and metrics is required with proficiency in Navision a plus.

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 function.

This is not an office job. Most of your day will be spent on the floor with the team. You will be walking many steps in a day. Reaching above shoulder heights, below the waist lifting as required throughout the workday. Proper lifting techniques required. Individual frequently lifts up to 25 pounds and occasionally may lift up to 50 pounds.

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.

This position is in a manufacturing plant environment where the temperature may vary hot or cold and the use of personal protective equipment such as safety glasses and safety shoe is required. The typical noise level is loud. You will be exposed to vibration, fumes or airborne particles, and moving mechanical parts.

I, the undersigned, have read and understand the duties and responsibilities of this position.

Employee Signature

Date

Manager Signature

Date

This job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time for any reason, and the Company has a similar right.