



JOB TITLE: Production Manager

DEPARTMENT: Production

SUPERVISOR: Vice President of Supply Chain

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

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

What You Will Do:

This position is responsible in overseeing the production/operation and providing proactive leadership and work direction for the Customs Department. This individual will lead, motivate and train employees to achieve production results, improve individual skills and enhance teamwork. Responsible for managing manufacturing operations to ensure compliance with safety, budget, quality and company policies.

Day-to-Day Responsibilities:

- 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 subordinates as necessary and monitor progress to achieve those goals. Make sure production schedules are completed daily.
- Oversee and run the daily operation of Customs Department.
- Notify Purchasing, Inventory Services and Warehouse personnel of any inventory outages/material problems.
- Work with Scheduling to address scheduling concerns and planning.
- Effectively supervise others and make sure labor needs meet budget for full time employees as well as temporary employees. Responsible for scheduling and controlling overtime.
- Meet organizational goals and accept the demands of the position, which may require extended hours (ability to work company assigned hours – regular and predictable attendance).
- Responsible for hiring/firing and assigning Production personnel, which may require movement of people between departments to achieve goals.
- Responsible for providing accurate and timely collection and reporting of data (paperwork, reports/charts). Effectively communicate key performance metrics to Plant Production Manager.
- Direct, control and coordinate product material, ordering, and releasing manufacturing orders.
- Understand and enforce company policies, core values, lean practices, 6S and be able to administer them fairly and consistently. Work with Employee Services on interpretation and application.
- Address material and quality issues/problems.
- Responsible for compliance to statutes such as OSHA, Workers' Compensation, etc. that affect the production areas and employee health and safety.
- Review employee performance and conduct performance appraisals for assigned departments.

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:

High School or GED required and prefer Bachelor's Degree in operations but not required (equivalent training and experience). Three to five years progressive supervisory experience in production setting. Must be willing to continue education and training through seminars (i.e. computer training, etc.)

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.

- Excellent communication skills required to follow through on requests for information and select appropriate responses; good listening skills, paying attention to others' communications to ensure understanding; seeking input and showing a genuine interest in others' opinions, facilitating and sharing information within department and across departments, respond to requests on a timely basis.
- Project management and follow through (stays with or follows-up on tasks, takes ownership, fully accountable and responsive to others. Focus on initiatives that are integral to the success of our corporate strategy—managing goals, budget and deliverables.
- 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.
- Ability to read and interpret manufacturing drawings, operate basic use of hand power tools and read tape measure.
- Computer literate (basic computer skills – ability to be trained to use company required software/programs and Microsoft Word and Excel).
- Ability to work independently within a team based environment
- Organizational skills necessary to follow through on requests for information and select appropriate responses.
- Ability to problem solve and troubleshoot, identifying problems immediately and working collaboratively with team mates to effectively resolve.
- Ability to organize and plan – creating and meeting schedules, taking ownership, fully accountable and responsive to others.
- Positive/optimistic – Can do, make things happen attitude (genuinely believes the organization can reach forecasted goals).
- Customer Service Oriented – Conveys sensitivity to others (internal and external) and shares appropriate information to cooperatively and fairly resolve concerns.

Certificates, Licenses, Registrations: NA

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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel. The employee frequently is required to walk, stand, climb/balance, and talk or hear. The employee is regularly required to stoop, kneel or crouch. The employee frequently lifts up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to focus.

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 production plant environment where the temperature may vary hot or cold. The typical noise level is loud. Exposure 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.