

# PRODUCTION MANAGER JOB DESCRIPTION

**POSITION SUMMARY:** Leads and manages the Production Department (Scheduling, Purchasing, Inventory and Production Control, Fabrication, Assembly, Testing, and Shipping) in safety, production, quality, meeting customer promise ship dates, training, and lean manufacturing improvements. Supports company policies and develops and enhances the positive teamwork environment acceptable to President and Board of Directors.

## **ESSENTIAL JOB RESULTS** *(To be revised as needed):*

1. Manage Production:
  - 1.1. Manages all functions in the plant to ensure that jobs are completed on time, quality requirements are met, safety polices are followed, and overall plant efficiency is acceptable and continually improved.
  - 1.2. Schedules and manages all work in Production and insures customer promise ship dates are met.
  - 1.3. Reports results versus goals to President and Management Team for all accountabilities regularly, including department productivity, efficiency, on-time shipments, cost control, lean improvements, inventory control and accuracy, plant equipment maintenance.
2. People Leadership:
  - 2.1. Provides motivational leadership, effective mentoring and communication, encourages positive attitudes, teamwork and company involvement.
  - 2.2. Insures team expectations are clear and reasonable and encourages participation and commitment to goals and holds teammates accountable for results by providing timely performance feedback.
  - 2.3. Maintains and insures there are accurate and complete personnel records (and insures supervisors do the same) regarding teammate absences, vacations, personal time, injuries, incidents, and other personnel matters.
3. Continual Improvement, and Department Efficiency:
  - 3.1. Leads the lean process of continual improvement in all manufacturing areas including scheduling, purchasing, fabrication, assembly, testing, packaging and shipping.
  - 3.2. Monitors production schedule and job orders to maintain a smooth production flow to meet customer ship dates based on availability of parts, people, and plant equipment.
  - 3.3. Manages inventory considering the need to reduce cost yet maintain components, raw materials, and finished goods, as needed for production, parts sales, and stock finished goods sales.
4. Maintenance of Plant Equipment and Facilities:
  - 4.1. Plans and implements preventative maintenance for all plant equipment and machinery.
  - 4.2. Recommends new capital equipment in annual budget process including support documentation, cost/benefit justification, and at least three competitive quotes for equipment recommendations.

## **KNOWLEDGE, EXPERIENCE, AND OTHER REQUIREMENTS:**

1. Minimum of 5 years manufacturing management experience with working knowledge of lean manufacturing.
2. Hands-on production experience with proven ability to initiate improvements and problem solving strategies within a fabrication and assembly environment in the following areas: people leadership and supervision, manufacturing engineering, quality control, purchasing, inventory management, scheduling and capacity planning, optimizing designs for manufacturability, product cost reviews, efficiency measurements, metal fabrication and assembly, plant equipment maintenance, packaging, and shipping.
3. Bachelor's Degree in mechanical engineering preferred or a technical degree with a strong understanding of business and significant related working experience.
4. Experience in meeting or exceeding production goals in all key measurement areas.
5. Strong organizational and excellent communication skills, both oral and written.
6. Must have, or develop within one year, a thorough understanding of the manufacturing processes for all Sioux product lines. Must continually increase this knowledge which is fundamental to exceptional performance.
7. Tactical and strategic thinker. Able to listen, understand, discuss and develop solutions to problems with a high energy level, a sense of urgency, and follow-through to ensure timely and successful implementation.
8. Computer system and PC proficiency (Word/Excel/PowerPoint/Outlook/Internet).
9. Promotes and supports Company values and mission, and committed to long term success of the Company.
10. Resides in Beresford, SD, or within a 5 mile commuting distance.