



JOB TITLE: Production Manager

GENERAL DESCRIPTION

The Production Manager will be responsible for scheduling and planning production activities to produce the material volumes necessary to meet customer needs. Majority of this position's time is spent on the plant floor, supervising operations, monitoring, and assuring quality, and directing production employees. This position has direct responsibility for the safety, quality, profit, and loss for the department.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Oversees and directs crews in all aspects of production including stressing, setup, pouring and stripping beds. The expectation is that this position spends 90% of their time actively on the production floor.
- Manages housekeeping to ensure a safe working environment. Ensures that housekeeping initiatives and standards are met.
- Provides conflict resolution on complex employee issues.
- Continually and actively seeks to learn new skills and progress in level of knowledge and responsibility.
- Facilitates an open-door policy to create a safe work environment where employees feel encouraged to express their concerns.
- Works closely with the Production/Plant Manager in planning production to meet departmental goals.
- Maintains a safe environment and educates employees on safety topics.
- Assist Foreman/Leadmen with the daily schedule and issues that arise.
- Work with the Scheduling Manager to schedule jobs for production.
- Work with the Yard Manager to ensure quality product is produced.
- Ensures all materials needed are delivered on time for production.
- Creates an environment that facilitates a teamwork culture within the organization.
- Aids with planning daily production and laying out beds to utilize 100% of company assets.
- Manages equipment usage and tools to maintain efficiencies and ensure production schedules are met.
- Actively looks for ways to improve processes, reduce errors, increase efficiencies, and create cost savings.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

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| <ul style="list-style-type: none"> – Experience with MS Office. – Must have interpersonal communication skills to interact with employees. – Ability to supervise, manage and facilitate others in a positive way. | <ul style="list-style-type: none"> – Knowledge of products the company uses, and which would work best. – Ability to organize schedules, people, and equipment for maximum production. |
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EDUCATION REQUIREMENTS

- College degree or one (1) year applicable leadership experience required.
- One (1)-Three (3) years of supervisor experience preferred.
- PCI Level II within two (2) years of hire.

WORKING CONDITIONS

- General office environment with a high exposure to production environment.

This position profile identifies the key responsibilities and expectations for performance. It cannot encompass all specific job tasks that an employee may be required to perform. Employees are required to follow any other job-related instructions and perform job related duties as may be reasonably assigned by his/her supervisor.

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