



Career Opportunities

Production Area Manager I/II

Salaried, 1st Shift

Job Summary

To provide leadership, direction and coordination of resources for assigned production department(s) to meet internal and external customers' needs efficiently. To develop, recommend and justify changes for improvement. Ensure that policies and procedures are followed. Assist individuals, work groups, teams and production area to continuously improve performance.

Minimum Qualifications Required

1. High school and two years' experience working in a production environment, plus two years of supervisory experience.
2. Demonstrated effective leadership skills.
3. Effective oral and written communication skills including the ability to read, understand and explain policies, procedures, blueprints, and related documents; and the ability to prepare memos, reports and documentation clearly, accurately and completely.
4. Ability to perform basic math functions including adding, subtracting, multiplying, dividing and the use of fractions and decimals and measuring devices and tools.
5. Demonstrated organization and time management skills to effectively prioritize, schedule and coordinate work.

Work Relationships

1. Reports to the Production Manager or Assistant Production Manager.
2. Coordinate and communicate effectively within assigned area, other production areas and non-production departments.
3. Provide leadership, guidance and direction to all assigned individuals and work groups.

Essential Job Functions:

1. Plan, organize, schedule and coordinate production work and administrative responsibilities to meet internal and external customer needs.
2. Provide leadership, resources and support for individuals, work groups, teams and production area to continuously improve performance in the areas of safety, quality, and efficiency and cost reductions.
3. Develop and monitor measurement criteria to evaluate work group/team performance improvements.
4. Communicate frequently and consistently with other area managers to effectively coordinate production efforts.
5. Evaluate resources, develop plans, and make recommendations for changes to improve operations.
6. Assist with the development of operating and capital budgets.
7. Encourage employees to provide ideas and suggestions for improvement.
8. Ensure that employees are properly trained to perform work efficiently, safely and without errors and mistakes.
9. Properly document significant events and provide constructive feedback to employees, co-workers and management in a timely manner.
10. Evaluate individual performance objectively.
11. Maintain a basic understanding of other production area methods and procedures and assist with the management of other production areas when needed.
12. Ensure that policies, procedures and guidelines are followed and administered consistently.
13. Complete and process the following types of forms and reports accurately, objectively and in the prescribed time frames: Time Sheets, Absence requests, Accident/Investigation reports, Performance/discipline Documentation and Evaluations, Training documentation, Equipment proposals; and (1st level approval for) Engineering Change Requests, Feedback documentation, Purchase Requisitions, and Quality Backflow notification forms.
14. Interview internal and external applicants and make recommendations regarding selection.
15. Occasionally perform responsibilities for another Area Manager, the Assistant Production Manager or the Production Manager.