

## JOB DESCRIPTION

**Job Title:** Manufacturing Manager  
**Department:** Manufacturing  
**Reports To:** General Manager  
**FLSA Class:** Exempt  
**Pay Type:** Salary

I have received my job description and understand that I will be evaluated on the requirements set forth therein.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## SUMMARY

Coordinate, plan and manage all manufacturing/production processes.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** (include the following, however, other duties may apply.)

- Ensure that all manufactured components are produced efficiently, and are consistent with company established goals for quality and customer order on-time performance.
- Manage company assets to support completion of pre-set production schedules cost effectively.
- Monitor and report shop labor efficiencies.
- Coordinate, recommend, and manage improvements to reduce costs, increase efficiencies, and sustain those improvements.
- Ensure quality standards and processes are used throughout manufacturing. Work constantly with Quality Assurance on continuous improvements and provide preventative and correction actions when problems occur.
- Responsible for all MRO, tooling, and manufacturing supply procurement.
- Track competencies of subordinates and provide leadership, development, and training as required.
- Manage all equipment preventative maintenance activities and requirements to required intervals.
- Ensure safety guidelines are being met to assure a safe work environment. Coordinate periodic safety meetings to improve safety awareness.
- Attend monthly staff meetings and provide input regarding required department measurements.

## SUPERVISORY RESPONSIBILITIES

Manufacturing Supervisor(s), CNC Machinist(s), Manual Machinist(s), Saw Operator, Balancer, other Manufacturing Staff and Maintenance Employees.

## QUALIFICATIONS

- To perform this job an individual must be able to perform each essential duty satisfactorily.
- Excellent conceptual skills.
- Strong attention to detail.

- Knowledge of FANUC and MAZATROL lathe and mill controls is essential.
- Must be proficient in programming and troubleshooting G-code programming language.

### **EDUCATION and/or EXPERIENCE**

- Associates degree or greater preferred.
- Minimum of 5 years work experience in a machined component manufacturing environment.
- Experience with and in a Lean manufacturing environment preferred.
- Supervision experience of a minimum of 2 years in a medium to large machine shop environment.

### **LANGUAGE SKILLS**

Ability to effectively interpret and translate instructions to other employees in a professional and respectful manner. Effectively communicate with clients and fellow employees both verbally and written in the English language. Must be able to write in a professional/business manner.

### **MATHEMATICAL SKILLS**

Ability to perform basic and complex geometric mathematical computations. Ability to apply concepts such as fractions, percentages, ratios and proportions to complex situations.

### **REASONING ABILITY**

Ability to define problems, collect data, establish facts and draw valid conclusions. Excellent organizational, multi-tasking and prioritizing skills. Communicate honestly with all customers and provide solutions to problems in a timely fashion.

### **PHYSICAL DEMANDS**

While performing the duties of the job, the employee is regularly required to stand for an extended amount of time, walk and reach with hands and arms. Able to lift and move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

### **MENTAL WORK DEMANDS**

Regular and on-time attendance. Hours regularly exceed 40 hours per week. Occasional travel by conventional means including aircraft and motor vehicle.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate to high.