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Reports To: Prepared by:

**ISCAR GROUND SERVICES CORP**

Job Description ☒ **JOB TITLE: Production Manager**

General Manager ADP Resource

Exempt ☒ August 22, 2014

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**SUMMARY:** ☒ This position is primarily responsible for planning, organizing and controlling production in an organization to ensure that goods are produced efficiently, on time, within budget and to standard, supervising and motivating a team of workers by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** ☒ Core duties and responsibilities include the following. Other duties may be assigned.

Oversees the production process, drawing up a production schedule.

Ensures that the production is cost effective. ☒ Makes sure that products are produced on time and are of good quality. Works out the human and material resources needed.

Drafts a timescale for the job. ☒ Estimates costs and setting the quality standards. ☒ Monitors the production processes and adjust schedules as needed. ☒ Is responsible for the selection and maintenance of equipment.

Monitors product standards and implement quality-control programs. Acts as a liaison among different departments, e.g. suppliers, managers. Works with managers to implement the company's policies and goals.

Ensures that health and safety guidelines are followed. ☒ Reviews

worker performance. ☒ Identifies training needs. ☒ Analyzes production and quality control to detect and correct problems.

Writes original procedures, maintain accuracy of existing procedures.

Provides monthly reports on, overtime levels, backorders, scrap, on time shipments, sales dollars revenue per hours worked and inventory turns.

Establishes goals for production planner.

Holds weekly production meetings.

Ensures day-to-day production demands are meet.

Identifies process improvements and leads improvement implementation projects.

Provides cost/benefit analysis of new projects and production methods to director of operations.

Manages purchasing function relating to inventory control, vendor choice, deliveries, pricing.

Performs manufacturing time studies.

Is responsible for Champion or pull system implementation to increase velocity.

Maintains up-to-date training and cross-training for supervisors and employees.

Utilizes cost accounting function to perform BOM and routine audits, implements revisions, updates yearly operations, work center assignments, adjusts pay rates, etc.

Performs general housekeeping tasks including maintaining work area in a clean and sanitary manner.

Produces products required to meet sales requirements.

Improves scheduling, production process and work flow.

Maintains Occupational Safety and Health Administration (OSHA) compliance.

Plans, coordinates and controls manufacturing processes.

Is responsible for pre-production (planning) stage as well as the production (control and supervision) stage.

Manages product design and purchasing. Performs other duties as assigned.

**SUPERVISORY RESPONSIBILITIES:** ☒ Manages 2-3 subordinate supervisor who supervises a total of 8-10 employees in the Shop Department. Responsible for the overall direction, coordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**COMPETENCIES:** ☒ To perform the job successfully, an individual should demonstrate the following competencies:

#### Intellectual

- Analytical - Synthesizes complex or diverse information; Collects and researches data; ☒ Designs work flows and procedures. ☒

- Design - Uses feedback to modify designs; Applies design principles; Demonstrates ☒ attention to detail. ☒

- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and ☒ analyzes information skillfully;

Develops alternative solutions; Works well in group ☒problem solving situations; Uses reason even when dealing with emotional topics. ☒

- Project Management - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team ☒activities. ☒

- Technical Skills - Assesses own strengths and weaknesses; Pursues training and ☒development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others. ☒Interpersonal

- Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; ☒Listens to others without interrupting; Keeps emotions under control; Remains open to ☒others' ideas and tries new things. ☒

- Oral Communication - Speaks clearly and persuasively in positive or negative situations; ☒listens and gets clarification; Responds well to questions; Demonstrates group ☒presentation skills; Participates in meetings. ☒

- Written Communication - Writes clearly and informatively; Presents numerical data ☒effectively; Able to read and interpret written information. ☒

- Teamwork - Balances team and individual responsibilities; Exhibits objectivity and ☒openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Supports everyone's efforts to succeed. ☒Leadership

- Visionary Leadership - Displays passion and

optimism; Inspires respect and trust; ☒mobilizes others to fulfill the vision. ☒

•Change Management - Communicates changes effectively; Monitors transition and ☒evaluates results. ☒

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•Delegation - Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results. ☒

•Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; Accepts feedback from others; Gives appropriate recognition to others. ☒

•Managing People - Includes staff in planning, decision-making, facilitating and process ☒improvement; Takes responsibility for subordinates' activities; Makes self available to ☒staff; Provides regular performance feedback; Improves processes, products and services. ☒

•Quality Management - Looks for ways to improve and promote quality; Demonstrates ☒accuracy and thoroughness. ☒Organization ☒

•Business Acumen - Understands business implications of decisions; Displays orientation ☒to profitability; Demonstrates knowledge of market and competition. ☒

•Cost Consciousness - Works within approved budget; Develops and implements cost ☒saving measures; Contributes to profits and revenue. ☒

•Diversity - Demonstrates knowledge of EEO policy;

promotes a harassment-free ☒environment; Builds a diverse workforce. ☒

▪Ethics - Treats people with respect; Keeps commitments; Works with integrity and ☒ethically; Upholds organizational values. ☒

▪Organizational Support - Follows policies and procedures; Completes administrative ☒tasks correctly and on time; supports organization's goals and values. ☒

▪Strategic Thinking - Develops strategies to achieve organizational goals; Understands ☒organization's strengths & weaknesses. ☒Self-Management ☒

▪Judgment - Displays willingness to make decisions; Supports and explains reasoning for ☒decisions; Includes appropriate people in decision-making process; Makes timely ☒decisions. ☒

▪Motivation - Sets and achieves challenging goals; Demonstrates persistence and ☒overcomes obstacles; Takes calculated risks to accomplish goals. ☒

▪Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans ☒for additional resources; Sets goals and objectives; Organizes or schedules other people ☒and their tasks; Develops realistic action plans. ☒

▪Professionalism - Approaches others in a tactful manner; Reacts well under pressure; ☒Treats others with respect and consideration regardless of their status or position; ☒Accepts responsibility for own actions; Follows through on commitments. ☒

•Quality - Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

•Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity.

•Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

•Adaptability - Adapts to changes in the work environment; Able to deal with frequent change, delays, or unexpected events.

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•Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

•Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

•Initiative - Volunteers readily; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

•Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention. BUSINESS RELATED CONTACTS:Director, Administration Department, Information Technology Department.

☒QUALIFICATIONS:☒To perform this job successfully, an individual 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

AND/OR EXPERIENCE:☒Master's degree (M.A.) or equivalent; or four to ten years related experience and/or training; or equivalent combination of education and experience.

☒LANGUAGE SKILLS:☒Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

☒MATHEMATICAL SKILLS:☒Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis. ☒REASONING

ABILITY:☒Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. ☒

COMPUTER SKILLS:☒To perform this job successfully, an individual should have knowledge of: Internet Software; Manufacturing Software; Spreadsheet Software (Excel); Inventory Software; Order Processing Systems; Project Management Software; Word Processing Software (Word); Electronic Mail Software (Outlook); and Presentation software (PowerPoint).



**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 functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl and taste or smell.

The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust 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.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme heat and risk of electrical shock.

The noise level in the work environment is usually moderate.