

D&K Coating Technologies

Job Description

06/21/18



TITLE: Production Manager

REPORTS TO: Plant Manager

DEPARTMENT: 032

LOCATION: Janesville

Summary of Duties:

Responsible for leading, supervising and facilitating the production team to produce quality products. This is accomplished by directing team leads and operators and working with other departments to meet the needs of our external customers. Job tasks include: supervising, coaching and developing the production crew, scheduling and assigning operators and, enforcing company and department policies.

Daily Functions:

Production:

1. Insure morning start-ups & clean up occur in an efficient manner.
2. Monitor efficiency of manufacturing process by tracking product yields.
3. Investigate methods to improve productivity.
4. Insure required shop supplies are available (filters, rags, solvents, packaging, etc.)
5. Coordinate material handlers to insure production materials are properly staged.
6. Insure operators follow all standard operating procedures.
7. Troubleshoot production problems.

Packaging & shipping of finished product

1. Insure proper packaging of finished product.
2. Manage incoming & outgoing transit companies & delivery services.
3. Schedule shipments of finished products to customers.
4. Generate labels and bills of lading when required.

Supervision:

1. Supervise all production personnel.
2. Insure proper staffing for efficient operation.
3. Interviewing, selecting, and training employees in the appropriate job responsibilities. This will include coaching employees in proper job performance techniques and procedures.
4. Support payroll for employee compensation.
5. Equipment operation during staff shortages.
6. Maintaining records on employee productivity for use in supervision or control and appraising employee's productivity and efficiency to recommend promotions, raises or changes in status.
7. Resolve and manage any employee complaints and grievances and disciplinary issues when necessary.
8. Working in conjunction with the respective HR Department the incumbent will make appropriate recommendations for hiring, termination, advancement and demotion of directly supervised employees.

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Inventory Management:

1. Monitor product stock levels according to sales forecast.
2. Coordinate with scheduling necessary replenishment.
3. Monitor raw material & finished goods inventory levels.

Production Quality:

1. Insure product manufactured meets customer's quality expectations.
2. Investigate product quality issues.
3. Improve manufacturing process to continuously improve product quality.

Other Responsibilities:

1. Support accounting & purchasing when necessary.
2. Support Information Technology on maintaining office equipment and computers/printers when necessary.
3. Coordinate removal of hazardous waste. Insure proper documentation is recorded and filed.
4. Insure the production equipment is properly maintained and sufficient spare parts are available.
5. Other duties as may be required by management.

Education, Experience and Skills Required:

1. High school education required.
2. 3+ Years Production Supervisor experience
3. At least 5 years experience in a manufacturing environment.
4. Computer literate and familiar with the MS Office and business productivity software (Word, Excel, Word Pro, Microsoft Outlook, Internet Explorer, etc.).
5. Able to adapt in a busy environment to rapidly changing priorities and business needs.
6. Ability to organize daily schedule and work requirements with minimal direction from supervisor.