

## Production Manager

**Department:** Manufacturing  
**Reports To:** Operations Director  
**Location:** Dyersville, IA

### SUMMARY

The Production Manager is responsible for planning the cost-effective use of resources and executing the successful completion of daily production schedules to meet customer demand with product that is correct, complete and on-time with safety as a top priority. The Production Manager will serve as the leader for all shop operations in training and developing and coaching supervisory staff in a continuous improvement journey to drive improvement in safety, quality, cost, delivery, and productivity while driving a wall-to-wall 5S program with full accountability for ownership and delivery to expectations. This leader is integral in developing process focus, standardized work, daily accountability, and problem solving and strives for an immediate impact using their personal skills and technical acumen. Must be an innovator, motivator, and energizer with a relentless pursuit to delight customers.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Builds and develops a team that is committed to zero injuries through training and a continuous improvement journey in providing safe work environments and holding employees accountable for safe practices.
- Leader of plant quality performance and works with the Quality team on resolving customer concerns through the development and individual coaching of all team-members and enhancing Work Instructions and processes. Assures that new operators or those new to an area are trained properly and training is documented.
- Plans and develops daily production schedules to ensure the highest service level is achieved, requiring the ability to assess many options and providing a clear course of action. Partners with Scheduling and Processing to assess loading and determine optimal run sequence for orders to manufacturing.
- Collaborates and follows up with Maintenance to assure production processes and equipment are ready to serve when needed, problems and potential problems are reported in a timely and complete manner to avoid unsafe conditions and downtime.
- Partners with Manufacturing Engineering in the development of improvements to existing and launching of new processes and equipment. Assures proper operator training is conducted and procedures are documented for safe and reliable operation.
- Coaches and develops team members in the deployment of Lean and Six Sigma tools, exhibiting and supporting the behavioral changes required for standardization and sustainability.
- Works in conjunction with the Inventory and Purchasing team to provide feedback regarding Kanban system effectiveness, material usage, yield and conformance to material requirements.
- Participates in developing the future as an integral member of the capital planning and annual budgeting teams and executing to these plans.

- Develops and uses Leader Standard Work for current role and direct reports.
- Collaborates across the organization and leads direct team to achieve and sustain ISO certifications in Quality, Environment, Health & Safety, Energy and other management systems as required.
- Collaborates with leadership peers in driving a site 5S program with full accountability for ownership and delivery to expectations.
- Responsible for responding to customer inquiries in a professional and courteous manner to achieve customer satisfaction.
- Continuously reviews and assures proper staffing levels and assigns personnel to cross train within the plant for continuity of operations and personal development.
- Review department personnel performance yearly or as needed.
- Perform other duties as assigned or needed.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are respective of the knowledge, skill, and/or ability required, but are not intended to be all-inclusive. Reasonable accommodations may be needed to enable individuals with disabilities to perform the essential functions.

## **EDUCATION AND EXPERIENCE**

BS degree in Engineering, Business Administration, Operations Management preferred, high school diploma acceptable with sufficient experience in applicable jobs and industry. Minimum of 10 years of demonstrated success in leading a team of supervisors in a similar operations environment. Must be able to work independently and manage multiple tasks simultaneously and be highly adaptable to changing business conditions and needs.

Must have 5 years minimum demonstrated success in training and leading others in a continuous improvement system such as TPS, LSS, Lean TQM, DBS or other for driving performance for both customer and company.

Experience in metal forming and fabrication, office or other panel construction/assembly, glass walls, fabrics and other coverings would be a plus along with experience in transitioning to automation and manufacturing system technologies in a high mix, low volume ETO product manufacturing plant.

Experience in a union environment is beneficial but is not required.

## **LEADERSHIP SKILLS**

Excellent interpersonal, leadership and organizational skills. Ability to collaborate and communicate effectively and provide constructive feedback in a positive nature at all levels of the organization. Effectively assign/delegate work and hold team members accountable for quality results achieved on-time to drive site performance. Ability to take direction and feedback from Management and display a positive “can-do” attitude, a strong work ethic and utilize appropriate problem-solving skills. Strong organizational and time management skills. Must lead by example in being deadline/results driven, effectively handling challenges under stressful conditions and demonstrating and encouraging a continuous improvement mindset – building the case for change and leading through others. Is an active learner that is empathetic to the challenges experienced throughout the business cycles and is passionate about

coaching others to maximize their performance. A team builder and effective and trusted business partner. Maintain a "mutual trust and respect" and productive work environment within and between departments.

## **LANGUAGE SKILLS**

Ability to communicate throughout the organization in written and verbal form and effectively present information and respond to questions from groups of managers and customers. Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to write and interpret reports, business correspondence, product drawings, specifications and procedure manuals. Ability to understand, write and communicate training material, standardized work, job instruction sheets, etc. Conduct and facilitate meetings with cross-functional resources.

## **MATHEMATICAL SKILLS**

Ability to apply simple math concepts; such as fractions, percentages, ratios, and proportions to practical situations. Ability to learn and successfully apply other concepts as needed.

## **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to use key analytical metrics to drive improvements. Ability to define current condition, future desired state and actionable items for removing gaps between the two conditions.

## **CERTIFICATIONS**

None, but may be required in the future. SS Belt and/or Lean Trainer certifications from a respected source is highly pertinent.

## **PHYSICAL DEMANDS**

The physical demands described herein 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 frequently required to sit; use hands to finger, handle, or feel; and talk and hear. The employee is regularly required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Ability to work for extended periods of time at a workstation on a computer or similar device.

## **WORK ENVIRONMENT**

While performing the duties of this job the employee is typically working in a light industrial work environment with associated noise levels – heated but not air conditioned - to meet and communicate with other personnel to conduct business. Employee will be exposed to temperature and humidity variations through the seasons of the year and may, at times, be outdoors for short periods at any time – walking or travelling between buildings or off-site entities. The employee will also perform part of their work in a typical office environment at a workstation with computers and other equipment with normal levels of noise. Personal protective equipment (PPE) must be worn as required. Overnight travel may be required occasionally.