

## Master Scheduler

**Department:** Operations  
**Reports To:** Production Manager  
**Location:** Dyersville, Iowa

### SUMMARY

The Master Scheduler evaluates plant capacity requirements and ensures maximum usage of capacity to satisfy customer requirements. The position acts as a liaison with a variety of departments both up and down stream to ensure the proper information flow, resulting in maximizing capacity and ensuring on-time delivery to our customers.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Creates and releases work orders/production schedules for Manufacturing as required to ensure on-time delivery to customers.
- Develops the overall master schedule in a way that prioritizes manufacturing operations based on customer need and operation efficiencies. Optimize use of MRP(TCM) system for increased efficiency across multiple levels of organization.
- Responsible for generating capacity-feasible production plans. Identify overtime needs or capacity change requirements. Analyze and evaluate production schedule alternatives and recommend adjustments when needed.
- Responsible for rescheduling including internal customer communication to fill capacity, resequencing of capacity as needed, large project coordination and sequencing. Manage shop orders to balance work.
- Manage change activity at the work order level and work with manufacturing to ensure timely and accurate material management/reporting practices and procedures.
- Proactively review material supply and demand to determine push/pull actions appropriate to impact manufacturing. Manage these exceptions to minimize production/customer impact.
- Monitor/report on Manufacturing attainment to the production plan and expedite as required and communicate on-time delivery issues to Customer Service as issues arise.
- Coordinate with purchasing, production, engineering, quality, and sales to achieve customer required delivery dates.
- Assess impact to materials availability and production schedule. Communicate changes from planned dates or intervene to ensure delivery dates.
- Drive, promote and develop positive communication with Sales to improve forecast accuracy.

- Provides regular and proactive input to the associated function leaders in the areas of capacity planning, surge capacity needs and consumption, forecasting accuracy and cost savings opportunities related to production scheduling.
- Improve forecasting tools and procedures through application of innovative ideas.
- Assists with special projects (i.e., new product/customer ramp-up plans).

## **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. Reasonable accommodations may be needed to enable individuals with disabilities to perform the essential functions.

## **EDUCATION AND EXPERIENCE**

- Bachelor's Degree from a four-year college or university or an equivalent combination of formal education, on-the-job training, and/or work experience.
- Working knowledge of MRP, inventory management and bills of material (experience with TCM system preferred).
- APICS Certification desired
- Proficient with MS Office applications - advanced knowledge of Excel required.
- Organized and able to manage multiple changing priorities while meeting deadlines.
- Knowledge and understanding of best practices and technology trends in the supply chain field including lean methodologies
- Strong verbal and written communication skills; ability to interface effectively with personnel at all levels.
- Excellent problem-solving skills and demonstrated analytical ability.
- Detail oriented, self-motivated, and excellent organizational skills.
- Must be able to work well under pressure.

## **LEADERSHIP SKILLS**

Excellent interpersonal, team and organizational skills. Ability to collaborate and communicate effectively and provide constructive feedback in a positive nature at all levels of the organization. Ability to take direction 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 collaborating with others to maximize their performance.

A team builder and effective and trusted business partner. Maintains a “mutual trust and respect” and productive work environment within and between departments.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to interpret reports, business correspondence, and procedure manuals.

### **MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **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. Ability to work for extended periods of time at a workstation on a computer.

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 occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 25 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**

While performing the duties of this job, the employee is exposed to wet and/or humid conditions; high precarious places; Light industrial work environment – heated but not air conditioned. Personal protective equipment (PPE) must be worn as required.