# Manager of Production and Operating Workers

# Job Summary:

The Manager of Production and Operating Workers will oversee front-line employees to ensure efficiency and quality in production operations.

# *Supervisory Responsibilities:*

* Hires and trains front-line employees.
* Organizes, directs, and oversees the schedules and work of front-line employees.
* Provides constructive and timely performance evaluations.
* Handles discipline and termination of employees in accordance with company policy.

## Duties/Responsibilities:

* Collaborates with other managers and supervisors to coordinate activities in and among departments.
* Collects, evaluates, analyzes, and assesses production data.
* Regularly inspects and evaluates products for quality and defects.
* Identifies and corrects problems and inefficiencies in process, materials, equipment, or skills.
* Ensures compliance with federal, state, local, and organizational laws, regulations, guidelines, and best practices including those related to safety and health.
* Develops and implements procedures and strategies to ensure a safe work environment.
* Collaborates with other departmental managers to develop and execute budget.
* Performs other duties as assigned.

## Required Skills/Abilities:

* Excellent organizational skills and attention to detail.
* Excellent time management skills with a proven ability to meet deadlines.
* Strong analytical and problem-solving skills.
* Strong supervisory and leadership skills.
* Ability to function well in a high-paced and at times stressful environment.
* Thorough understanding of safety and health laws, regulations, and policies.
* Thorough understanding of raw materials, production processes, quality control, cost management, and other effective manufacturing and distribution techniques.
* Proficient with Microsoft Office Suite or related software.

## Education and Experience:

* Associate’s degree in related field, or equivalent industry work experience required; Bachelor’s degree in Management, Engineering, Business, or related field preferred.
* At least three years of supervisory experience highly preferred.

## Physical Requirements:

* Prolonged periods of standing and walking through the factory.
* Prolonged periods of sitting at a desk working on computers.
* Must be able to lift 25 pounds at times.
* Visual acuity to inspect products and machinery.