

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.