



Job Title: Production Manager	JD-140
	Revision: 11/19/2018
	Dept: Manufacturing

Minimum Educational Requirements:

1. Bachelor’s Degree or equivalent experience

Desired Qualifications:

1. 3-5 years’ experience in personnel management in a shop environment
2. 3-5 years’ experience in production planning and management
3. Familiarity with manufacturing processes and best practices (i.e. welding, painting, machining, assembly, testing)
4. Knowledge of hydraulics and pneumatics
5. Ability to read and understand mechanical and electrical drawings and schematics
6. Experience with fluid power troubleshooting
7. High level of integrity and dependability with a strong sense of urgency and results-orientation.
8. Demonstrated ability to clearly communicate in both written and verbal forms

Typical Job Duties:

1. Oversee daily operations of production/shop personnel
2. Track and report shop capacity and resource allocation
3. Provide direction and resolution on shop jobs and customer issues
4. Contribute to continual process improvements and shop work flow
5. Review and provide feedback on engineering quotes and design reviews
6. ISO 9001 committee member and participant
7. Enforce safety policies and best practices
8. Evaluate and ensure quality workmanship for manufactured goods
9. Manage shop personnel time cards and time off requests
10. Work with Engineering, Sales, and other departments on a daily basis

Supervisory Responsibilities:

Yes

Pay Type/Class:

Salaried + Bonus/Exempt

Amount:

DOE

Reports to:

Operations Manager

Traveled Required:

Yes