

Job Title:	Plant Manager	FLSA Status:	Exempt
Department:	Operations	Reports To:	President
Prepared By:	Jason Gaare	Prepared Date:	10/11/2024
Approved By:		Approved Date:	

Job Summary: Responsible for overseeing all aspects of the production facility. This role has the responsibility of the 4 walls including but not limited to managing daily operations, ensuring quality control, optimizing processes, driving cost out and leading a team to meet production goals. The ideal candidate will have a strong background in custom manufacturing, excellent leadership skills, and a passion for delivering top-notch products.

Primary Responsibilities:

Production Management: Oversee daily operations to ensure efficient production schedules are met while maintaining quality standards

Team Leadership: Lead, mentor, and develop a team of production staff, ensuring a safe and productive work environment. Conduct regular performance reviews and provide ongoing training

Quality Assurance: Implement and maintain quality control processes to ensure products meet company standards and customer specifications

Process Optimization: Analyze production workflows and identify areas for improvement to increase efficiency and reduce costs

Safety Compliance: Promote a culture of safety, ensuring compliance with all health and safety regulations and leading safety training initiatives

Budget Management: Manage the plant's budget, develop costing tools while controlling costs and maximizing profitability, capital expenditures, and financial forecasting

Collaboration: Work closely with other departments such as sales, supply chain, project management, and installation to coordinate production schedules and ensure timely completion of products

Continuous Improvement: Develops process to deliver continuous sustainable cost reduction programs, works with vendors to streamline working capital costs

Reporting: Prepare and present reports on production metrics, quality issues, and operational challenges to senior leadership. Foster effective internal communications with various departments and stakeholders.

Maintenance and Equipment Management: Ensure proper maintenance of the plant's equipment and tooling to minimize downtime. Collaborate with maintenance teams for scheduling and efficiency improvements.

Skills, Education and Other Qualifications

Minimum of 10 years of experience in a manufacturing environment, preferably in custom fabrication

Self-starter able to perform in a new environment with little oversight and a can do attitude

Proven experience in a leadership role, a good balance of EQ and IQ with strong team self-awareness and team leadership skills

Proficiency in production management software and Microsoft Office Suite.

Presents themselves in a professional, energetic and outgoing manner both within their organization, and with the senior leadership team

Shares a passion for creating an exceptional customer experience

Possesses exceptional communication skills

- Strong ability to actively listen, acknowledge and calmly respond to questions from customers, colleagues and direct reports
- Effectively communicates with internal and external individuals at all levels

Contributes to a positive team environment

Demonstrates critical thinking, drive to understand the business with little systems at hand, good decision-making skills, strong organizational skills, attention to detail and time management

Models integrity and business ethics for direct and indirect reports

Maintains composure and effectively manages through stressful situations

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.

While performing the duties of this job, the employee is regularly required to stand for long periods, freely move around the shop floor, use hands and arms with frequent repetitive motions. The employee is regularly required to stand and walk and must be able to see, speak and hear.

Specific vision abilities required by this position include close vision, color vision and ability to adjust focus as it relates to working at a computer.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing 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 regularly exposed to a stone fabrication environment.

Employee
Acknowledgment

_____ Date: _____

The above statements reflect the general details necessary to describe the principle functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation.