**POSITION DESCRIPTION**

**Title:**  Manufacturing Manager **FLSA Category:** Exempt

**Department:**  Operations **EEO:** Professional

**Report to:** General Manager  **Direct/Indirect:** Indirect

**Date:** September 2021

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**Summary:**

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| Lead and direct manufacturing efforts of Team Leads, Cell Leads and Assemblers. Works with Operations support functions (materials, maintenance, quality, HR, Engineering) to ensure the manufacturing production processes, tools, and equipment are operating efficiently. Train, develop and motivate the team members toward continuous improvement, quality & compliance excellence, teamwork, a positive and safe working environment, and cost effective operations. |
| http://swz.salary.com/graphics/clear.gif?RelNum=1.0.0.52 |

**Job Duties and Responsibilities:**

* Ensures safety of employees by proactively identifying safety concerns and resolving open incidents in a timely manner.
* Primary point of contact for all manufacturing issues within the value stream.
* Engages with value stream peers and takes responsibility for ensuring team meets business goals (Safety/Quality/Delivery/Cost/Morale/Environment)
* Monitor productivity and ensure that staffing levels are appropriate to support the manufacturing plan and budget.
* Complete all Manufacturing Manager standard work duties.
* Conduct regular and ongoing team meetings.
* Share best practices with other Managers across value streams.
* Ensure consistency of operations practices across the value stream.
* Possess strong understanding of how components are manufactured in assigned value stream.
* Actively participate in quality and process improvement activities and projects.
* Provide coaching and mentoring, resulting in increased employee engagement and productivity
* Actively promote a positive environment that is focused on quality, compliance, and employee development.
* Utilizes recognition and motivational techniques/tools to drive high levels of employee satisfaction and employee engagement.
* Responsible for performance management and timely delivery of disciplinary actions.
* Responsible for accurate and timely approval of payroll.
* Other responsibilities as assigned and/or as required to meet business goals.

**Qualifications/Requirements:**

* Bachelor’s Degree in Management,
* 3+ years of operations, engineering or manufacturing experience
* 2+ years Supervisory or Manufacturing Leadership experience
* Strong analytical skills
* Ability to self-prioritize workload and take ownership of decisions.
* Demonstrated success in problem solving skills
* Ability to communicate with all levels of personnel, including management, clearly and concisely, both orally and in writing.
* Must be computer literate

**Other Requirements:**

* Strong commitment to company values of honesty, trust, fairness and mutual respect
* Proficient in handling/ resolving conflict
* Ability to support and drive change.
* Ability to motivate, influence, engage, & inspire others to deliver outstanding results.
* Ability to coach, develop, and recognize others.
* Ability to set performance expectations and hold others accountable.

**Physical Requirements:**

* Physical Ability to work in an office setting; to walk, stand, and sit for prolonged periods of time.
* Physical Ability to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movements.
* Physical Ability to lift, carry, push, and/or pull items weighing up to 40 pounds.
* Physical Ability to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard.

**Working Environment:**

TBD