

Department: Operations

FLSA Status: Exempt

Reports to: President, CEO

Date: March 2023

POSITION SUMMARY:

The Operations Manager is responsible for the profit and loss of a Company location, and it is responsible for the overall management and coordination of production and administration functions of their facility.

Works under general direction of a President or VP; relies on extensive experience and judgment to plan and accomplish goals; a wide degree of creativity and latitude is required. Leads and directs the work of others.

ESSENTIAL FUNCTIONS:

The duties identified below are the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- Staffs, develops and coaches the operations, production and administrative management team. Evaluates performance and initiates corrective action as required.
- Ensures that all plant assets are properly managed and safeguarded.
- Develops operating budgets and capital expenditure recommendations.
- Evaluates plant's performance to budget. Plans and initiates corrective action as required.
- Develops and/or approves production objectives, goals and operating long and short-range plans.
- Responsible for operations process improvement to include controls, process-mapping, engineering, etc.
- Leads the operation's new product development initiatives.
- Responsible for operating within established inventory parameters.
- Responsible for product costing and burden accuracy.
- Develops and/or approves specific operating policies and procedures as required.
- Demonstrate a strong sense of business acumen to understand how manufacturing operations impact overall Company success.
- Ensures that operation complies with all applicable laws, rules and regulations and all Company policies and procedures.
- Participates as an active member of the plant Safety Committee and ensures that plant operations are consistent with Company and OSHA policies, practices and procedures
- Support and participate in continuous improvement efforts to include Kaizen, 5S, TPM and other continuous improvement efforts, as required of this position. This includes activities to this specific position/department, as well as company-wide initiatives.
- Conduct activities in a safe manner, follow corporate safety guidelines and requirements, use personal protective equipment and proactively address any unsafe conditions observed. Maintain housekeeping and safety compliance, inspection ready at all times
- Prepares various regular and special reports as required.
- Other assignments as made by management

QUALIFICATIONS:

To perform this position successfully, an individual must demonstrate regular, predictable attendance and be able to perform each essential duty satisfactorily. Must be able to work in groups, as well as alone, oriented towards the good of the whole. Contain ability to build rapport and good working relationship with co-workers. The individual must be able to successfully pass background checks

EXPERIENCE REQUIRED:

- 5+ years of progressive management and leadership in the manufacturing industry. Preference for the forestry, lumber or construction industry
- Process improvement methodology (Lean, Six Sigma, etc.)
- Demonstrated financial acumen and business awareness to contribute as a team member at the leadership level

KNOWLEDGE AND SKILLS REQUIRED:

- Problem solving and analytical skills
- Organizational ability
- Effective time management
- Effective verbal and written communication skills
- Ability to travel (air/land) as required of position

PHYSICAL REQUIREMENTS:

To accomplish the essential functions of the position, one must be physically able to operate or work with computers, calculators, reference books, computer software applications, phones and other standard office equipment. The physical activities of the position include talking, reaching, grasping, lifting, bending, squatting, and other repetitive motions. Candidate must also be willing and able to spend hours on the production floor, moving between work centers as needed. This includes moving around production machinery and over uneven terrain.