

Position Title	2nd Shift Manufacturing Manager
Category	Production
Job#	2016010
Company	Fab-Tech, Inc.
Location	Vermont
Date Posted	03/09/2016
Type	Full time

SUMMARY: Oversight of production area to include Fabrication, Weld, Blast, Ring, and Coating. Maintain assurances that production requirements are met and product is shipped on time and within acceptable quality standards. Set performance goals and quality requirements for production. Sustain performance within a Lean production environment, maintain a continuous flow posture and promote continual improvement; Work collaboratively with other departments in the overall leadership of the company.

RESPONSIBILITIES:

- Oversee direct responsibilities of Production Supervisors, and assist supervisors with oversight of Team-Leads
- Maintain accountability for adherence to safety standards at all times
- Continually improve employee productivity – recommend measures to improve production methods, equipment performance and product quality within the all production areas
- Analyze direct labor data, provide suggestions to improve productivity and schedule performance
- Facilitate communication between all production departments, through respective supervisors, regarding schedule updates and work-orders to ensure customer satisfaction
- Maintain facility security and the protection of company assets
- Ensure employee adherence to company policies and procedures
- Review equipment technology and process methods to take advantage of efficiency opportunities
- Develop and maintain an effective production staff through the selection, training, and motivation
- Pro-active assurance and accountability for production requirements and schedules being met
- Coordinate production schedules and key projects with Production Supervisors and Team Leads for effective implementation
- Conduct performance evaluations and provide ongoing feedback to direct report staff
- Carry out performance management and disciplinary action, as needed
- Coordinate with Plant Engineer regarding plant layout and maintenance requirements
- Maintain a fair, productive, team oriented environment
- Track attendance, approve time-off requests, and review and approve timecards weekly

SKILLS:

- Experience setting performance expectations and accountability
- Experience in high volume manufacturing; Lean methods, continuous flow, and a CQI environment
- Demonstrated ability to organize and direct production work in a team-based environment
- Proficiency with computer applications including MS Word, Excel, and Outlook

Education: Minimum of 8-years supervisory/leadership experience in a manufacturing setting, strong knowledge of steel fabrication, welding, and coating environments.

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