

## Director, Manufacturing Operations

Manage all areas of manufacturing for turn-key integration, electrical/mechanical assembly, fabrication and machining operations to produce products on-schedule and within quality standards and cost objectives. Responsible to develop, recommend and implement operational strategies for lead-time and cost reduction, process improvement, on-time delivery and resource planning. Must also have excellent employee development and communication skills, with experience in lean manufacturing.

### **ESSENTIAL FUNCTIONS (Responsibilities/Accountabilities)**

List in PRIORITY order the essential functions unique to this position.

- Manage policy deployment in the areas of lean manufacturing techniques, quality, lead-time and cost reduction, complete and on-time delivery, safety, customer satisfaction, employee relations, visual controls and plant performance measures.
- Participate with other senior staff members in the development and formulation of long and short-range planning, policies, programs and objectives.
- Formulate and implement strategic changes in manufacturing and operations that guide the organization in maintaining and improving its competitive position, the profitability of the operation and ensures products conform to established customer and company quality standards.
- Establish and maintain key performance metrics, taking overall responsibility of manufacturing performance.
- Provide leadership for employee relations through effective communications, coaching, training and development.
- Develop annual operating plans for manufacturing and manage departmental budgets. Responsible to achieve optimum staff levels with least amount of overhead and raw material costs to meet annual budgetary plan.
- Manage material requirements to increase inventory turns and reduce levels on hand.
- Performs other duties as assigned.

\*Not an exhaustive list since other job requirements may arise as a result of changes in business decisions. The company reserves the right to change this job description as needed.

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### **PHYSICAL DEMANDS & WORKING CONDITIONS**

(Specific statements of physical effort required and description of work environment)

- Works in a manufacturing environment. Frequent travel between buildings.
- Sitting, standing, bending, and lifting required.
- Is subject to frequent interruptions.
- Ability to move arms, hands and fingers to type.
- Close vision required for computer monitors.

### **JOB REQUIREMENTS**

(Education, work experience, knowledge, skills & abilities required for this position)

Experience: (Minimum work background which provides the skills necessary for successful performance)

BS in an Engineering discipline and/or equivalent work experience

15 years experience in manufacturing environment with at least 7 years in management

Demonstrated skills in implementing Continuous Improvement Initiatives, Lean Manufacturing and other quality and process improvement tools.

Proactive self starter with a strong ability to drive changes and continuous improvement.

Experience with ISO specifications and audit process.

Proven team leadership skills with ability to effectively influence and motivate others to get results.

Must have effective communication skills to all levels of the organization and external customers.

Must be a team player, able to deal with others in a professional manner, and always working to maintain constructive working relationships.

Ability to organize and manage multiple priorities simultaneously.

- Proficient computer skills in Microsoft Word, Excel, PowerPoint and Access.