

Manufacturing Support Manager Position Description

Department: Production	FLSA Status: Non-Exempt
Reports to: Manufacturing Operations Mgr	Date: 03-07-18

Primary Function:

Supports Manufacturing Operations Manager in management activities related to Manufacturing operations, Machine Shop, Paint Department and Material Prep Department, by performing the following duties personally or through subordinates.

Essential Duties and Responsibilities:

- Helps develop and maintain business plans to include all program requirements, labor hours, cycle, production costs, and image.
- Helps to establish production and quality control standards, develops budget and cost controls, and obtains data regarding types, quantities, specifications, and delivery dates of products ordered.
- Assists in providing guidance to the development of a manufacturing process plan, including personnel requirements, material needs, subcontract requirements, facility needs, and tooling and equipment needs.
- Ensures all established costs, quality, and delivery commitments are met.
- Coordinates production support activities with all other functions of the organization and suppliers to obtain optimum production and utilization of human resources, machines, and equipment.
- Reviews manufacturing, production support and operating reports and directs the resolution of problems to ensure minimum costs and prevent operational delays.
- Performs administrative activities associated with the effective management of production operations, including compiling, storing, and retrieving production services data for reports.
- Determines responsibilities of assigned organization and staff positions to accomplish business objectives.
- Assists in training and ensures all assigned employees are aware of and comply with company, government, and customer policies, procedures, and regulations.
- Other duties may be assigned.

Promote and actively embrace the concept of professionalism, with an emphasis on quality, commitment, integrity, ingenuity, teamwork, the community and the environment. Safety is a deeply rooted cultural value and it must be promoted and enforced at all times.

Minimum Qualifications/Experience:

Bachelor's degree in Manufacturing Engineering or similar discipline or three years related experience and/or training; or equivalent combination of education and experience.

Additional skills

Strong interpersonal skills and ability to work in a very dynamic environment – must have flexibility with an ability to focus.

Computer skills including Microsoft Office Suite required.

Other Qualifications

The physical demands and work environment described here are representative of the conditions 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.

Physical Demands

While performing the duties of this job, the employee is frequently required to walk and talk or hear. The employee is occasionally required to stand; sit; use hands to finger, handle, or feel and reach with hands and arms. The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

Work Environment

While performing the duties of this Job, the employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to wet and/or humid conditions and high, precarious places. The noise level in the work environment is usually loud.