

Production Planner/Scheduler

Job Title:	Production Planner/Scheduler	FLSA Status:	Non-exempt
Department:	Operations	Reports To:	Operations Manager
Prepared By:	Rich Neubauer	Prepared Date:	12/11/2020

Summary

Provides timely planning and scheduling of manufacturing work orders to the manufacturing floor in order to achieve both internal financial goals and customer delivery dates. Responsible for the technical aspects of scheduling materials, manpower and machines for a production operation. Duties include preparation of daily and weekly schedules for assigned product lines or departments and for coordination with overall master schedule. Communicate regularly with purchasing and production staff to adjust schedules to accommodate changes in machine and material availability or staffing. Works under little supervision and has significant responsibility for efficiency of operation.

Job Duties and Responsibilities

1. Acknowledge and schedule customer orders, creating sales orders and production requirements based on existing inventory
2. Coordinate Job Boss scheduling in conjunction with production to meet customer requirements
3. Review planning supplements, identify shortages, and enter new order/jobs
4. Determine production requirements
5. Expedite orders/jobs
6. Support sales staff with customer service functions including general order information and shipment verification
7. Exercises judgment within defined procedures and practices to determine appropriate action

Additional Job Duties and Responsibilities

1. Review open sales orders to determine customer requirements
2. Utilize ERP system to auto-generate manufacturing work orders
3. Coordinate/expedite manufacturing builds to ensure schedules are achieved
4. Complete status reports, such as production progress, customer information and materials inventory
5. Assist with finished goods inventory management
6. Notify Sales of any schedule impacts to customers
7. Support purchasing to expedite suppliers purchase orders If required
8. Coordinate delivery of parts to expedite flow of material to meet production schedule
9. Coordinate between warehouse and purchasing on material shortages
10. Establish customer part file history and maintain history for quoting, customer purchase orders, production runs and print retention
11. Create job packets
12. Create monthly shop job cards for maintenance and cleaning
13. Close out job travelers, sort documentation and deliver to correct departments
14. Aid in closing jobs
15. Participate in continuous improvement projects

General Duties and Responsibilities

1. Report to work as scheduled
2. Maintain a positive and safe working environment for all employees
3. Perform assigned work in a safe manner, following approved safety procedures at all times
4. Report immediately to supervisor/lead/manager any and all problems, which may affect safety, equipment, tooling, part quality or the effectiveness of the Quality Management System
5. Maintain a neat and orderly work area at all times
6. Other duties as assigned by supervisor

Education and/or Experience

- High School Diploma or equivalent experience
- Associate's or Bachelor's degree
- 3+ years of experience scheduling in a job shop environment

Qualifications

Core Values

Exemplify Rotation Engineering Core Values:

- **Integrity:** We have strong moral principles which drive us to “do the right thing” for our customers and one another.
- **Above and Beyond:** We are motivated and committed to doing not just what is required, but what is needed. We strive to exceed expectations!
- **Customer-Driven:** We think like our customer and make decisions with their satisfaction being the goal.
- **Attitude is Everything:** We use an enthusiastic and energetic approach to meet challenges with a willing and positive attitude. “Let’s do it!”
- **Team First:** We work together for the betterment of the company, respecting each other’s roles and abilities while always doing our individual best for the collaborative success of the team.

Knowledge, Skills and Abilities

- Must have strong:
 - Computer Skills (Microsoft)
 - In-depth knowledge of ERP or MRP software
 - Analytical Skills
 - Project Management Skills
 - Communication Skills
 - Problem-Solving Skills
 - Documentation Skills
- Production and Processing—Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods
- Interact appropriately with customers, vendors and co-workers
- Retain composure under stressful situations
- Make decisions affecting due dates, quality and cost
- Read and interpret a variety of blueprints, including GD&T and determine best manufacturing methods
- Train others

Physical Demands

- Regularly work a minimum of 40 hours per week plus overtime if warranted
- Ability to work for long periods at computer
- Ability to sit or stand a minimum of 8 hours per day
- Ability to lift 35 pounds

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee Acknowledgment _____ Date: _____

The above statements reflect the general details necessary to describe the principal functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation.