

Press Room Production Manager

Job Title:	Press Room Production Manager	FLSA Status:	Non-exempt
Department:	Press Room	Reports To:	Operations Manager
Prepared By:	Rich Neubauer	Prepared Date:	08/21/2023

Summary

Manages the Press Room and Shipping area of the manufacturing function in the plant, from raw materials to finished goods and including production planning, typically through subordinate supervisors. Responsibilities may also include materials and distribution.

Job Duties and Responsibilities

1. Lead, manage, hold accountable the Press Room production staff including but not limited to staffing, creating staffing schedules, and providing coaching and feedback to colleagues and subordinates, etc.
2. Develop and maintain department metrics supporting the company goals, ensure that the best standards and practices are developed while considering safety, quality, delivery, cost, and morale.
3. Actively participate in contract review meetings. Recommend tooling, fixtures, check gauges, and design issue resolutions.
4. Participate in and lead Press Room production team meetings. Collaborate and communicate with leadership and other key departments regarding project status updates, current and foreseeable production concerns, and other pertinent information.
5. Ensure that production schedules are established which most effectively utilize workforce and equipment.

Additional Job Duties and Responsibilities

6. Be willing to work on the shop floor when needed to operate machinery, move product and materials, mentor and train employees, resolve issues, etc.
7. Review blueprints to determine and document feasibility and best manufacturing processes.
8. Oversee projects and work orders to ensure they are completed accurately, safely and within requirements to meet deadlines. Provide feedback when requirements cannot be met to improve, resolve, and fix as opportunities for improvement.
9. Communicate with other departments to coordinate scheduling and resolve deadline issues.
10. Sustain comprehensive knowledge of the company's Press Room manufacturing processes and machinery.
11. Provide training on work processes and ensure processes are being followed.
12. Keep management informed of production status, timelines, and quality issues or problems.
13. Resolve employee conflicts quickly; keep management abreast of any issues.
14. Provide input to Operations Manager on employee performance.
15. Conduct regular performance reviews to ensure employees' concerns are heard.
16. Conduct interviews to ensure quality employees are being hired.
17. Comply with the requirements of the ISO Quality Management System and departmental procedures, and work instructions.
18. Promote safety by reinforcing or enforcing safety rules and safe work methods.
19. Complete prompt, thorough, and high-quality incident investigations that identify root causes, and complete corrective actions for all incidents and injuries.
20. Conduct or coordinate regular and effective safety training and education for employees.
21. Make suggestions for safety-related improvements and/or implement improvements to support continuous improvements in safety.

General Duties and Responsibilities

- Report to work as scheduled.
- Participate in Continuous Improvement (CI) projects.
- Maintain a positive and safe working environment for all employees.
- Maintain a neat and orderly work area at all times.
- Conduct self and perform assigned work in a safe manner, following approved safety procedures at all times.

- Report immediately to the Operations Manager any and all problems which may affect safety, equipment, tooling, part quality or the effectiveness of the Quality Management System.
- Other duties as assigned.

Education and/or Experience

- Bachelor's degree in manufacturing-related field or 8 years of progressive leadership experience in a manufacturing environment
- Experience in a variety of Metal Stampings (close tolerance) and punch press operations is a plus.
- Advanced skills in Microsoft Office

Qualifications

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

- *Working knowledge of continuous improvement, efficiency standards, and OSHA safety standards.*
- *Working knowledge and understanding of Human Resources policies and practices.*
- *Proficient in JobBoss system in order to perform administrative and scheduling functions.*
- *Understanding of the production scheduling process and customer project needs.*

Physical Demands

- *Lift 35 pounds repetitively*
- *Ability to work for long periods at a computer.*
- *Perform repetitive work.*
- The physical demands described here are representative of those 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.

While performing the duties of this job, the employee is frequently required to sit, talk or hear; and use hands to handle, or touch objects or controls. Performs repetitive motion of fingers, hands, wrists, arms, shoulders, and upper body. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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 primary 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.