



Title: Operations Manager

Date: September 2022

Department: Machining, Parts Processing, Assembly

Reports to: Director of Operations

FLSA Status: Exempt

Performance Review: Annual

Work Schedule: 40+ hours week & expectation to work across multiple shifts when needed

Job Status: Full Time

JOB SUMMARY

The Operations Manager leads, plans and schedules all the machining and assembly processes and must coordinate related teams to meet output of machined components to match assembly requirements. The role requires the ability to manage, plan, and execute production schedules and people in a small to high volume, moderate-mix environment to achieve 100% on time delivery.

RESPONSIBILITIES

- The Operations Manager will directly manage Shop Manager, Facility Manager, Parts Processing Supervisor and Assembly Manager and provide support and oversight for their respective departments
- Assures manufacturing procedures and quality control programs are followed to ensure the finished product meets customer and regulatory standards
- Accountable for day-to-day execution of machining, cleaning, and assembly operations to achieve on-time delivery targets
- Monitors and communicates capacity and schedule with appropriate groups
- Manage resources and assigns personnel based on production requirements and scheduling of overtime
- Full accountability for ensuring safety, customer quality, cost, and delivery requirements
- Manage and execute internal material movements to achieve the production objectives by coordinating with Supply Chain and Engineering Departments
- Prioritizing and expediting jobs through the facility to meet production timelines
- Responsible for developing an enthusiastic, motivated, and flexible team that promotes a positive working environment
- Action oriented - Takes on new opportunities and tough challenges with a sense of urgency, high energy, and enthusiasm
- Developing long term production and staffing plans and has daily interaction with all departments in the organization.
- Communication with leadership on department goals and projects
- Ensure staffing levels align with business demands
- Responsible for maintaining and monitoring KPI - quality, OTD, revenue, safety, etc.
- Oversee cost and/or process improvements for all production departments, recommend and implement when an opportunity is identified
- Continuous training and development of staff
- Active communication and reporting to leadership on production, quality, employee resource needs, issues



- Stays current on the latest CNC technologies including software, manufacturing equipment, tooling and materials
- Continuous Process Improvement - Recognizes, and works with Engineering Department to address areas in which a process can be improved by properly implementing process improvement and waste reduction methods to reduce process cost and improve quality in current manufacturing processes
- Understanding of the department budgeting and the correlation with the company's goals

EDUCATION & EXPERIENCE

- Bachelor's in business or 10+ years' experience in a production leader role preferred
- 6+ years' experience in a CNC machining production environment
- 6+ years in a manager/leadership role
- Experience working with multiple departments to deliver product quality and quantity
- Lean/Continuous improvement mindset and track record
- Empathetic listener, confidential, and confident communicator
- Passion for manufacturing and developing people

REQUIREMENTS

- CNC Machine Production experience
- Production Scheduling
- Leadership experience
- People development and coaching
- Ability to communicate effectively with all levels of leadership and employees
- Demonstrated professional judgement
- Experience in developing and/or collaborating on new processes and implementing them in a production environment
- Flexibility to shift priorities to meet the most current initiative
- Working knowledge of budgets, forecasts
- Understanding of mechanical blueprints and working with appropriate resources to meet customers' demands
- MRP and scheduling software experience
- MS Office

PHYSICAL DEMANDS

Standing and walking production floor – 50% of the day
Lift up to 40 lbs.

GMI Guiding Principles

- Fosters a culture which aligns with the overall goals and values of the GMI Guiding Principles
- Honest & Ethical – Do the right thing; do things right
 - Quality is not just a word, it's the way we do business
 - Know your priorities
 - Do what you said you were going to do
 - Win & lose as a team



Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

This job description is designed to provide guidelines and direction for accomplishing company, departmental, and individual goals, and objectives. It covers the essential responsibilities, training, and activities involved in the effective execution of this position. It is not meant to be all-encompassing or all-inclusive. All job duties and responsibilities must be performed within the guidelines of the GMI Corp Employee Handbook as well as established policies and procedures.

I have read and understand the components for this position. I also understand that this document will be used as a baseline for my performance evaluations.

Signature / Date

Printed Name