



PRODUCTION MANAGER

DEPARTMENT:	Operations	REPORTS TO:	Operations Manager
DIVISION:	Cortland	FLSA STATUS:	Exempt
JOB CODE:	1031	EFFECTIVE DATE:	07/19/2021

JOB SUMMARY

Under the direction of the Operations Manager, responsible for managing all production activities in the plant to ensure that production, safety, environmental, and quality goals are met.

QUALIFICATIONS

Education/Experience

Bachelor's degree, preferably in engineering or related technical field, plus a minimum of five years operations and business management in a manufacturing facility; or equivalent combination of education and experience.

Knowledge/Skills/Abilities

Administration/Management. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

Budget Development. Ability to develop a manufacturing and capital expenditure budget, execute and manage the budget as planned.

Problem Solving. Ability to use logical and reasonable thinking to evaluate problems, identify the root causes, and determine and initiate corrective action plans to resolve and eliminate the problems.

Core Business Skills. Ability to exercise sound judgement and discretion in handling of proprietary and confidential information. Displays willingness to make decisions and work independently, without significant direction and to use resources effectively to "figure it out". Strong critical thinking skills, judgment and keen attention to detail and accuracy. Ability to work collaboratively within a matrix environment. Exceptional prioritization, time management and organizational skills. Ability to write routine reports and correspondence. Highly organized, detail oriented and self-disciplined.

Leadership Skills. Build a culture of tolerance, acceptance and civility by setting an example to team members. Ability to coach and motivate team members in planning, strategic product management, decision-making, teamwork, and process improvement. Ability to effectively manage team projects to completion according to schedule. Ability to provide regular performance feedback and to write annual performance reviews. Ability to foster attitudes, conditions and environments that guide teams toward excellence and a respectful, positive, transparent, and collaborative environment. Ability to develop team member skills and encourage growth, and to foster quality focus including improving product development processes and procedures.

Core People Skills. Ability to positively interact and work collaboratively with a diverse group of people at all levels of the organization and across the globe. Genuine with high ethical standards and values, and personal integrity and honesty. Displays humility and adaptability. Ability to apply a large measure of common sense to a variety of situations. Entrepreneurial attitude toward work center excellence.



Communication Skills. Effective communicator with skills that demonstrate collaboration and cooperation. Ability to speak clearly and persuasively in positive or negative situations, listen and obtain clarification, and respond well to questions. Proficiency in writing clearly and concisely and editing work for spelling and grammar. Ability to vary writing style to meet business needs.

Strategic Change Agent. Courage to make and encourage others to make difficult decisions. Ability to foster commitment to the shared mission and vision of Pyrotek and actively lead in development/execution of strategic goals and objectives related to assigned responsibility.

Computer/Applications Skills. Proficient MS Office computer skills, including Word, Excel, PowerPoint, and SharePoint. Knowledge of enterprise resource planning for manufacturing software, preferably Infor VISUAL.

Analytical Skills. Ability to use information/data and various metrics to develop an informed and factual business case. Strong financial analytical capabilities for developing profitable product strategies. Ability to define problems, collect objective data, establish facts, and draw valid conclusions.

Professional Investment. Demonstrated commitment to personal professional development and life-long learning. Proactively involved with professional and community organizations that promote professional growth and/or enhance Pyrotek's ability to meet and/or exceed goals and objectives. Demonstrated passion for developing others.

Travel. Valid US Passport or ability to obtain. Ability to travel both domestically and globally approximately 10%.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

1. Plan, direct and control daily manufacturing activities to ensure on-time delivery of error-free products.
2. Drive continuous improvement of safety, quality, delivery, and cost in area of responsibility. Motivate team to develop ideas, then manage and lead improvement implementations.
3. Work with Planning to evaluate customer orders and available labor and materials to develop a production plan to meet on-time delivery objectives. Manufacture to that plan and communicate the plant's progress toward that plan several times per week. Incorporate overtime and/or temporary job assignments to meet delivery objectives.
4. Actively pursue business improvements, attend, and engage in meetings, develop, and implement ideas and accept responsibility for business outcomes.
5. Supervise, coach support, train and develop personnel in assigned area; resolve personnel issues, redirecting complex issues to management and HR in a timely manner; directly manage team members, including assigning and reviewing work, evaluating performance/compensation, resolving grievances, administering disciplinary action, interviewing employment candidates, and effectively recommending hires and terminations in a timely manner.
6. Ensure effective communication of goals, objectives, and expectations throughout assigned department/team members. Maintain the cooperation and support of team members company-wide through effective interdepartmental communication. Serve as a role model in areas such as professionalism, service orientation, agent of change, education, and commitment to organizational goals and objectives.
7. Foster attitudes, conditions and environments that guide your team toward excellence while acting with integrity and ethics aligned with Pyrotek core values. Create a work environment that helps foster tolerance, acceptance and civility and the ability and desire of team members to act in empowered ways. Actively reward / recognize team members to reinforce accomplishments and positive outcomes.



8. Determine the effectiveness of policies, procedures, and projects/plans. Take appropriate corrective measures when necessary. Identify new applications, innovations, quality and/or safety improvements and report findings/results to management. Ensure all activities and operations are performed in compliance with federal/national, state/regional and local regulations.
9. Submit requested reports/data to federal/national, state/regional and local agencies.
10. Travel to meet customers, equipment manufacturers, product related conferences and other Pyrotek locations.
11. Promote positive team member and customer relations by supporting Pyrotek's commitment to a working environment of tolerance, acceptance and civility. Respond appropriately to inquiries, concerns and complaints by being professional, courteous and respectful at all times.
12. Maintain regular, consistent, reliable, punctual and predictable attendance, as required to achieve internal and external customer satisfaction.
13. Actively and positively participate in problem resolution, demonstrating constructive communication, timely response and effective resolution skills. Work effectively within team environments both within your department and across the organization.
14. Cooperate and comply fully with all Pyrotek policies and procedures. Actively support and follow the Pyrotek Safety Program. Maintain a safe and orderly workplace.
15. Participate in company/department meetings, training activities, continuing education programs and other associated activities.
16. Consistently promote and communicate Pyrotek's core values through work performance and excellent customer service.
17. As a member of the management team, promote and ensure compliance with Equal Employment Opportunity and Affirmative Action.
18. Perform other tasks as assigned by the Operations Manager.

PHYSICAL/SENSORY REQUIREMENTS

The following physical activities described here are representative of those required by a team member to perform the essential functions of this position. Reasonable accommodation, if feasible, will be made to enable individuals with disabilities to perform the functions of position.

Must be able to sit for long periods-of-time, bend and reach, use stairs, lift up to 25 pounds occasionally and communicate effectively in English by telephone, in person and in writing. Effectively use a personal computer, office equipment and telephone.



WORKING ENVIRONMENT

While performing the essential responsibilities of this position, team member works within an office and the manufacturing environment. Personal Protective Equipment (PPE) is required within the manufacturing environment. Employee while in the manufacturing environment is regularly exposed to noise, heat and cold environmental conditions.

Team Member's Signature

Date

Manager's Signature

Date