



PRODUCTION PLANNING SUPERVISOR

DEPARTMENT:	Operations	REPORTS TO:	Operations Manager
DIVISION:	Cortland	FLSA STATUS:	Exempt
JOB CODE:	2668	EFFECTIVE DATE:	10/29/2024

JOB SUMMARY

Supervise plant production planning functions by managing and evaluating the planning and coordination of production schedules for all areas within manufacturing operations, factoring in material requirements, and ensuring appropriate levels of on-hand inventory so that business/customer demands are met. Responsible for the creation of master schedules to establish sequence and lead times for each operational area based on sales forecasts, customer orders and production deadlines.

QUALIFICATIONS

Education/Experience

Bachelor's degree in Supply Chain Management or Industrial Engineering preferred, plus five (5) years of production control experience in a manufacturing environment, or combination of education and experience.

Prior experience with constraint-based management and demand-driven scheduling, a plus.

Knowledge/Skills/Abilities

Technical Skills. Strong knowledge of manufacturing and procurement processes. Ability to read and interpret blueprints and drawings. Basic understanding of machining, engineering including Engineering Change Notices (ECNs), and quality protocols and standards.

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. Solution driven and self-motivated.

Communication Skills. 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.

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, strategy, 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.

Computer/Applications Skills. Proficient computer skills using a variety of software applications systems. Working knowledge of Microsoft Office suite of Products, including Outlook, Excel, Word and PowerPoint. Ability to learn and utilize Material Requirement Planning (MRP) and Enterprise Resource Planning (ERP) software.



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.

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.

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.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES

1. Ensure successful planning and scheduling of manufacturing capacity for each operational area to ensure timely customer orders, minimize costs, and improve manufacturing efficiency and flexibility, by:
 - a) Conferring with plant leadership and organizational stakeholders to better understand business goals and metrics, and creating/revising master schedules, as needed.
 - b) Collaborating with various departments (i.e., Sales, Engineering, Purchasing, Production, and Quality) to ensure appropriate planning and production efforts.
 - c) Thoroughly analyzing production specifications and capacity data, and performing mathematical calculations to determine production processes, sequences, tasks, and labor requirements.
 - d) Referencing and evaluating material procurement lead times and historical plant fabrication performance data.
 - e) Frequently evaluating MRP to ensure all raw materials are on schedule per the manufacturing plan.
 - f) Overseeing the assessment and arrangement of production requirements into a sequential work schedule, including the creation of work orders to meet customer demands.
 - g) Adjusting schedules, as needed, to expediate delayed operations resulting from unforeseen conditions.
2. Continuously monitor and measure current production statuses and identify problem areas that may inhibit full schedule realization, by:
 - a) Proactively working with the Supply Chain department and other Pyrotek locations to ensure adequate inventory levels needed to meet production schedules.
 - b) Liaising between Customer Service and Purchasing departments pertaining to product demand requirements and lead times/schedules for inventory procurement.
 - c) Monitoring work order life cycles to ensure production activities align with promise and/or delivery dates.
 - d) Performing rough cut capacity planning to balance resources and capacity, and either add work to the schedule or revise lead times.
 - e) Regularly conducting risk analyses to confirm no shortage of materials and capacity based on production requirements.
3. Respond appropriately to all production planning and scheduling inquiries, concerns, and complaints by being professional, courteous, and respectful at all times.
4. Actively participate in continuous improvement efforts, working towards a lean, flexible, and responsive department.



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. 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.
10. Maintain regular, consistent, reliable, punctual, and predictable attendance, as required to achieve internal and external customer satisfaction.
11. 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.
12. Cooperate and comply fully with all Pyrotek policies and procedures. Actively support and follow the Pyrotek Safety Program.
13. Participate in company/department meetings, training activities, continuing education programs and other associated activities.
14. Consistently promote and communicate Pyrotek's core values through work performance and excellent customer service.
15. As a member of the management team, promote and ensure compliance with Equal Employment Opportunity and Affirmative Action.
16. Perform other tasks as assigned.



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 generally will work in an office environment. Occasional work in a manufacturing environment with frequent exposure to loud noise, moving mechanical parts, and fumes or airborne particles, and periodic exposure to outdoor environment through open doors. PPE (Personal Protective Equipment) such as approved footwear, respirators, safety glasses/goggles, may be required.

Team Member's Signature

Date

Manager's Signature

Date