

	
Date Revised: 05/06/2022	Position: Operations Manager Location: Multiple

JOB SUMMARY: Works under the direction of the Plant Manager but has the ability for independent contribution. Responsible for the safety, quality, environment, production and/or maintenance of the plant, ensuring that company and governmental policies are followed. Updates and maintains methods and procedures to ensure quality, increase efficiency, reduce costs, and improve profitability.

ESSENTIAL FUNCTIONS:

1. Maintains compliance with all safety, environmental, and company policies and procedures.
2. Ability to orient, train, discipline, and evaluate skilled employees to achieve maximum efficiency and productivity.
3. Coordinates meetings, maintenance, and repairs.
4. Coordinates raw material deliveries and finished product inventories to supply quality, timely shipments of customer orders.
5. Advise the Plant Manager on important matters relating to manufacturing issues.
6. Keeps all training requirements up to date for manufacturing personnel.
7. Maintains knowledge of employee relations. Promotes and supports high morale and teamwork.
8. Capable of designing and managing capital projects and contractors during implementation.
9. Generates production reporting documentation as needed. Capable of reporting to plant or corporate personnel.
10. Finds root causes for quality, production, and maintenance issues and directs correction.
11. Develops methods and procedures to increase efficiency and reduce costs.
12. Maintain manufacturing area compliance with plant and company ISO standards.
13. Performs other necessary functions as assigned.

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

1. Extensive knowledge of Process Safety Management (PSM) and Risk Management Plan (RMP)
2. Excellent people management skills and the ability to motivate others.
3. Supportive of safety and company policies and procedures.
4. Must be able to analyze information and make the right decisions.
5. Must have a working knowledge of safety practices.
6. Must be able to manage the administrative functions for the plant.
7. Must have excellent verbal and written communication skills, proven capabilities to supervise and lead a workforce.

This description is not to be considered “all inclusive” of job requirements.

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