**Production Manager Job description**

**Job brief**

Responsible for the manufacturing and/or assembly of components or vehicles being made into finished goods within a business unit or from specific production line(s). Includes people management and budgetary/cost reporting. Manufacturing is defined as: Produces goods and parts from raw materials using such processes as welding; sewing; pressing; machining and painting. This may include some setting up of machinery and basic programming.

**Responsibilities**

● Establish and facilitate departmental procedures which in turn enhance the production and efficiency of the department., while supporting safety policies and procedures

● Implement, oversee and control the production schedule

● Supervise, review and revise crew scheduling, if required

● Oversee and review time and attendance of staff, as well as vacation approvals

● Monitor and regulate staffing needs to ensure optimum staffing levels are supporting business demands

● Interview and hire production staff in conjunction with Operations Manager and/or General Manager approval to support operation needs

● Analyze production, quality control and budgetary outcome of projects

● Oversee consumable and equipment stock and tracking programs for increased financial effectiveness

● Implement cost control programs or procedures

● Oversee, monitor and direct coordination and maintenance of equipment, vehicles and warehouse

● Oversee, monitor and direct coordination of company issued equipment, to include communication devices, laptops, iPads and tools

● Manage fleet vehicles: monthly vehicle inspections, fuel consumption, GPS tracking, proper cleanliness, record monthly kms on pool vehicles, budget maintenance and/or replacement of vehicle fleet, approve vehicle repairs, and direct vehicle assignments

● Perform job site visits to ensure quality of service and budgetary compliance

● Collaborate with management for preparation of on-call schedule

● Coordinate after hours emergency crews and work as required

● Assist Project Managers on large or complex Emergency losses, to include organizing heavy equipment, staffing and job site Health and Safety

● Audit and review emergency paperwork and processes to ensure compliance

**Requirements**

• 5 to 10 years experience managing a production operation (which must include several years of hands-on, “on-the-floor” supervisory experience)

• Lean Six Sigma Manufacturing experience

• MRP / ERP experience

• ISO experience

• Strong leadership and problem-solving skills

• Excellent communication skills, both verbal and written ( using Microsoft Office + Outlook)

• Strong organizational and tactical planning skills