



**Job Description** Creation or Revision date: February 24, 2023

**I. Position: Manager of Manufacturing**

**II. Department: Manufacturing**

**III. Report To: Director of Manufacturing**

**IV. Roles & Responsibilities, include:**

Plan, organize, manage, and execute all of the functions required to manage and facilitate the shop. These functions may include, but are not limited to:

- Manage shop area/location and setting priorities
- Documentation
- Personnel Management
- Keep abreast of new technology, equipment, tooling, etc

Manage, schedule, and evaluate the daily activities and operations of the machine shop

Provide general planning, organization, policies and procedures for the shop that are aligned with company policy, practices, guidelines, and protocol.

Responsible for all aspects of personnel management for the shop. Manage, direct, develop, train, and motivate personnel. Identify needs and actively engage in hiring of new personnel into the shop.

Optimize shop personnel and equipment to increase efficiencies and meet or exceed quality and cost goals.

Ensure all output complies with SPC's quality parameters.

Create work orders and maintain documentation required for machine shop

Oversee and ensure shop compliance with safety, contingency and disaster recovery plans.

Assure security and protection of company's data and manufacturing assets (programs as an example)

Ensure cycle counts for raw material in area

Provide input into budget and ensure department/area's budget is adhered to

Find ways for process/cost improvements, and take steps to successfully implement

Establish goals and achieve those goals for area

Oversee and establish metrics for shop operations

Other duties as assigned

**V. General Requirements:**

- Minimum of 5 years of experience in MFPII environment
- Minimum 2 years of experience in a machine shop manufacturing environment
- Minimum 3 years of personnel management, or demonstrated leadership and management skills.
- B.S. in business, engineering, manufacturing or related field. Equivalent experience will be considered.
- Excellent oral and written communication skills
- Must have experience in Windows, spreadsheets and word processing.
- Must demonstrate technical report writing skills and good general aptitude for analysis, design, development and testing related documentation
- Working experience with machine shop and general manufacturing capability
- Strong organizational and attention to detail are important in this role

**VI. Physical Requirements:**

Must be able to sit at and use a computer terminal and keyboard for up to 10 hours per day, to include data entry.

Must be able to be available at machines and to provide guidance to employees throughout the machine shop/facility

Must be able to lift up to 50 lbs.

Ability to travel (driving, flying) as needed.

**I am able to perform the essential duties of this position with or without a reasonable accommodation:**

If an accommodation is needed please

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_