



JOB TITLE: Production Manager

DEPARTMENT: Manufacturing Department

LOCATION: 2160 Old Selma Road

NORMAL WORKING HOURS: 7:00 AM to 3:30 PM

REPORTS TO: Chief Executive Officer

POSITIONS SUPERVISED: RSA Supervisors (Spec II), Registered Service Workers (RSA), and Supervisor (at 2130 Progress)

COMPANY SUMMARY: TAC (The Abilities Connection) employs, connects and cares for people with disabilities in community settings of their choice. By leading the field in delivering quality work experience, skill training, and life shaping experiences to adults with disabilities in order to exceed customer and stakeholder expectations and create a positive impact in our community. TAC is a manufacturer of products and provider of labor services, primarily metal fabrication and industrial sewing located across three facilities.

POSITION CONCEPT

TAC seeks a full-time Production Manager that understands the manufacturing and has experience managing/developing a strong hourly workforce and has a passion for improving quality and productivity.

This position will be responsible for developing and managing our production team and responsible for shift operations. S/he input will be a large factor in defining and obtaining new equipment and processes for improving the flow and production of high quality products for our exacting customers. They will directly report to the Chief Executive Officer or Chief Operation Officer. S/he will work with other department managers to help innovate and grow the company. Key metrics for your success will include the reduction of poor quality issues, meeting required production quotas increase productivity, reduce costs and improvements in customer satisfaction.

Majority of the time will be spend working across three shop floors with specialty equipment operators. You will coordinate scheduled production activities; implement production problem resolutions; participate with the business team for development and implementation of contract; time-studies services needed and the use of equipment and facilities; review for safety and training requirements; develop appropriate workplace layout, work floor, etc. using Department of Labor standards as a basis. Develop and monitor comprehensive quality control programs; perform random quality checks; procure adaptive equipment and tools if needed; schedule and assign production work; provide direction and supervision for staff; develop and apply standards to ensure maintenance of production schedules and quality control.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manages all production personnel. Accomplishes manufacturing staff results by communicating job expectations; planning; monitoring, and appraising job results; coaching, counseling, and disciplining employees; initiating, coordinating, and enforcing systems, policies, and procedures.
- Manages the execution of production schedules.
- Prioritizes and organizes work for smooth processing. Proposes revisions to production processes and specifications, established priorities, and availability/capability of workers, parts, material, machines, and equipment with Production Planning, Supply Chain Manager, and Chief Executive Officer.
- Provide daily leadership, enforce all safety rules, work in a safe & appropriate manner, and ensure all safety related incidents are documented and communicated.
- Achieve stated production and yield goals with the highest efficiencies. Develop new, more efficient production methods. Review and refine current production methods.
- Management of 6 leads across two shifts and three facilities.
- Conduct time studies, develops performance standards and measures associate performance vs. standard
- Facilitates shift-to-shift communications, decisions, policies, and all matters that affect their performance, attitudes and results.
- Works with Director of Habilitation to ensure associates are progression in job performance and meeting or working toward production quotas. Key member, with Human Resources and Director Habilitation to asses capabilities and place individuals with barriers to employment in roles that best suit their wants, needs and desires and the production goals of company.

- Assists in the training of people with disabilities, as needed.
- Implement new or drive current manufacturing plans while improving established procedures for maintaining high standards of production efficiency, ensuring that product conform to established customer and quality standards.
- Spearheads lean initiatives, implements changes for continuous improvement.
- Manage manufacturing policies, practices and training programs designed to lead the organization in maintaining and improving its competitive position and the profitability of the operation.
- Implement and ensure Pre-Start Ups, Daily Production Reports, Operator Checks, QC Checks, and other necessary production paperwork must be completed on time and correctly 100% of the time.
- Reviews and analyzes production, quality control, maintenance and operational reports to determine causes of nonconformity across all operations.
- Oversee housekeeping of all areas.
- Assist maintenance in establishing a preventative equipment maintenance program that doesn't interfere with operations.
- Develop, track and report all departmental KPI's to reduce expenses and improve efficiencies.
- Assist in both finished and raw good inventory.
- Provide feedback on employee performance through meetings and annual reviews. Initiates or suggests plans to motivate workers to achieve work goals.
- Reviews employees periodically based on performance and provide feedback, including recommended pay changes based on merit and/or skill accomplishments
- Follows safety policies and procedures and ensures subordinates do the same.
- Trains, assigns and supervises staff; assists and recommends in hiring process; evaluates job performances; receives and recommends leave requests; monitors and ensures compliance of departmental policies and procedures; performs job coaching with staff as needed; monitors staff attendance; recommends and implements discipline as appropriate; receives and processes grievances/complaints per policy and procedures.

QUALIFICATIONS / REQUIREMENTS:

1. Strong leadership skills.
2. Negative Results of a Two-Step Mantoux TB Test and Drug Screening.
3. Satisfactory Results of Local and State Records Background Check.
4. Valid State Driver's License.
5. Proficient in administrative and computer functions with extensive experience w/MS Office applications.
6. Strong written and oral communication skills.
7. Great attention to detail.
8. Driven, self-motivated problem solver.
9. Professional, fair, balanced people skills and team building experience.
10. Exceptional Problem Solving, Project Management & Analysis skills.
11. Understanding of operational budgets, P&L statements, and aggressive on cost control.
12. Ability to organize and manage multiple priorities.

EDUCATION/TRAINING/EXPERIENCE:

1. Bachelor Degree required, preferably in Management, Manufacturing or Industrial Engineering.
2. 3 Years Production Management Experience required.
3. 4 Years managing and supervising 40+ employees; preferred.
4. Lean Six Sigma training; preferred.

POST HIRE REQUIRED TRAINING, CERTIFICATIONS, REGISTRATION, AND LICENSURE:

Maintain Applicable License/Certification/Registration in good standing; First Aid/CPR, Behavior Support training, Civil Treatment training, Completion of Orientation, Intro to MRDD, Workshop Production/Habilitation training courses, Training in specialized machinery, equipment and fork lift/production vehicles if required.

RELATED FUNCTIONS, DUTIES & RESPONSIBILITIES:

1. Maintains confidentiality.
2. Maintains the chain of command.
3. Demonstrates and maintains regular and reliable attendance per work schedule.
4. Maintains required Registrations/Certifications.
5. Provides accurate and timely records as required by the position.
6. Serves on various committees.
7. Attends meetings as required.
8. Supports and adheres to policies and procedures of the TAC Industries Associate/Apprentice handbook.
9. Performs other duties as related to the specific Production Manager assignment as assigned by the Chief Executive Officer