



**[MANAGEMENT]
PLANT MANAGER**

Job Title: Plant Manager
Department: Shop
Reports To: COO or CEO if COO unavailable.
FLSA Status: Non-Exempt

Position Summary: Direct the overall manufacturing/production activities for one or more departments within the operations unit. Includes direct responsibility for employees engaged in production, engineering, material handling and job planning.

Essential Duties and Responsibilities: To perform this job successfully, an individual must be able to perform the following satisfactorily; other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Create work environment conducive to worker morale and motivation and to the accomplishment of performance objectives.

- * Monitoring, assisting, and improving all aspects of Safety, Quality, Productivity, Delivery, inventory, and budget within departments.
- * Ensures success in operational metrics of fill rates, cycle times, productivity improvement and quality improvement.
- * Leads key productivity initiatives that may involve members of cross-functional teams from other shifts or departments. %0A
- * Work within the scope of the collective bargaining agreement. %0A
- * Driving continuous improvement through the Honeywell Operating System. %0A
- * Communicating daily with other shifts and their counterparts regarding Safety, Quality, Delivery, Workload capacity, Staffing problems, and Continuous Improvement issues.
- * Provides leadership to hourly manufacturing cell team leaders, team members, and works with the assigned cell planner and production engineer to achieve objectives and results.
- * Performing standardized supervisory work.
- * Learn and perform all jobs/tasks within the shop for ability to train and discern issues and resource resolutions in a timely manner.

Competencies: To perform the job successfully, an individual should demonstrate the following.

Achievement Focus - Demonstrates persistence and overcomes obstacles. Measures self against standard of excellence. Recognizes and acts on opportunities. Sets and achieves challenging goals. Takes calculated risks to accomplish goals.

Communications - Exhibits good listening and comprehension. Expresses ideas and thoughts in written form. Expresses ideas and thoughts verbally. Keeps others adequately informed. Selects and uses appropriate communication methods.

Managing Customer Focus - Develops new approaches to meeting customer needs. Establishes customer service standards. Monitors customer satisfaction. Promotes customer focus. Provides

training in customer service delivery.

Managing People - Develops subordinates' skills and encourages growth. Includes subordinates in planning. Makes self available to subordinates. Provides direction and gains compliance. Provides regular performance feedback. Takes responsibility for subordinates' activities.

Planning and Organization - Integrates changes smoothly. Plans for additional resources. Prioritizes and plans work activities. Sets goals and objectives. Uses time efficiently. Works in an organized manner.

Problem Solving - Develops alternative solutions. Gathers and analyzes information skillfully. Identifies problems in a timely manner. Resolves problems in early stages. Works well in group problem solving situations.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* Ability to demonstrate skills and maturity managing multi-disciplined teams in time-critical, highly complex environments

* Experience production planning.

* Must be proactive, self-starter, able to thrive in a dynamic and lean environment and deal creatively with resource constraint issues and uncertainty

* Commitment to achieve key performance metrics and drive for continuous improvement

Education/Experience:

Associate's degree or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

Language Ability:

Read, analyze and interpret business, professional, technical or governmental documents. Write reports, business correspondence and procedure manuals. Effectively present information and respond to questions from managers, customers and the public.

Mathematical Ability:

Calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Apply concepts of basic algebra and geometry.

Reasoning Ability:

Define problems, collect data, establish facts and draw valid conclusions. Interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills:

Microsoft Medium level. * Proficient in use of Oracle or other similar system applications, Excel, Access, Microsoft Office, Microsoft Project.

Certificates and Licenses:

* Familiarity with Continuous Improvement theories and activities.

* Experience with ISO or QS 9000 systems

ISO, ASO, FDA compliance certification a plus but not required.

Supervisory Responsibilities

* Leads and role models per Universal Promotions Inc. expectations, behaviors, and culture. Takes ownership of organizational change initiatives and demonstrates leadership by taking proactive actions. Helps team members to understand change and promotes it. Promotes individual and team problem solving use to identify root cause and implement corrective action.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sit stand up to four hours continuously. Lift 40lbs on regular basis.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

ACKNOWLEDGED: Employee Signature

Date

PRINT: Employee Name

ACKNOWLEDGED: Supervisor/Manager Signature

Date