

August 2019

Job Title:	Production Manager
Reports To:	Director of Operations
Position Objective:	
<p>This position is responsible for managing the production processes in the plant. These processes include Production, Quality, Environmental, Health and Safety and Process Improvements. This includes implementation of new processes, lean processes, modifications of current and proper staffing, as well as interpretation and adherence to the Collective Agreement. Responsible for developing and implementing activities that support business strategies specific to Production and other related areas of influence.</p>	

Results Expected:

- Responsible for ongoing productivity measurements as well as productivity improvements.
- Responsible to establish improvement targets, measure actual performance and initiate appropriate actions in all assigned areas.
- Delegates appropriate authority and responsibilities to Shift Supervisors to coordinate and expedite activities in the areas of production, scheduling, maintenance, engineering, training, employee relations.
- By working with the Senior Management Team, conceive, develop, implement and measure goals strategies that meet business objectives.
- Responsible for understanding governmental regulations that guide production processes and operations in general and to put into place processes to meet these requirements.
- Responsible for developing and implementing projects and processes to reduce material waste, improve the workplace and support environmental initiatives.
- Leads and directs group in implementing Lean initiatives through the utilization of Lean tools. Provides coaching and mentoring of team.
- Manage the day-to-day activities that support the production processes.
- Responsible for identifying, developing and placing effective team members into process positions, and adjusting crew sizes to meet work schedules.
- Standard manager responsibilities of staff development, performance appraisals and any other employee relation issues
- Administer and enforce company policies.
- Other related duties.

Education/Special Skills:

- Bachelor of Applied Science (B.AS) / Bachelor of Engineering (B.Eng) / Master of Engineering (M.Eng) preferred
- 5+ years' plant operations experience
- Familiarity with regulatory requirements for operating plants
- Able to lead root cause analysis investigations
- Proficient with MS Office
- Aptitude for equipment operation and troubleshooting
- Excellent organizational and communication skills
- Experience in a window and door manufacturing facility and asset