

Plant Manager

Job Title:	Plant Manager	Company Job Code:
FLSA Status:	Division/Department
EEO Code:	Reports to:	Division Vice President
Salary Grade/Band:	Last Revision Date:

SUMMARY

Responsible for plant operation and maintenance. Establish plant policies and procedures.
Responsible for plant production goals. Establish and maintain community relations. Foster a well-trained and motivated staff.

PRIMARY RESPONSIBILITIES

1. Direct and coordinate plant operations within company policies and procedures.
2. Maintain a clean and safe plant.
3. Establish and direct plant policies and procedures.
4. Responsible for plant production goals.
5. Establish and maintain a positive community relationship.
6. Foster a well-trained and motivated staff.
7. Confer with department heads to ensure coordination of purchasing, production, and shipping.
8. Responsible for establishing all shift production schedules.
9. Select and train plant supervisory and administrative staff.
10. Conduct employee performance reviews.
11. Schedule and conduct plant meetings.
12. Responsible for the product quality control for the plant.
13. Attend scheduled corporate training and meetings.
14. Other duties as assigned.

KNOWLEDGE AND SKILL REQUIREMENTS

1. Basic reading, writing, and arithmetic skills required. This is normally acquired through a high school diploma or equivalent.
2. Direction of plant operations and community relations requires significant manufacturing knowledge as well as advanced interpersonal and supervisory skills. This is normally acquired by seven to ten years of manufacturing experience which includes supervisory responsibility.

WORKING CONDITIONS

Working conditions are normal for a manufacturing environment. Work may involve lifting of materials and product up to 30 pounds. Working in this environment requires the use of safety equipment to include but not limited to; eye safety glasses, hearing protectors, work boots, and hardhats. Loose fitting clothes and jewelry are not permitted.

SOURCE: hrVillage.com