

Job Description

Job Title: Operations/Production Manager

Supervisor:

Prepared By: HR

Approved By:

Department: AR Rebar/Forming

FLSA Status: Exempt

Prepared Date: January 31, 2019

Approved Date:

Summary

Manages production, and distribution operations for Arkansas Rebar and Forming by performing the following duties personally or through subordinate supervisors.

Essential Duties and Responsibilities include the following

Manage the daily operations of personnel to include fabrication, forming lead and any support staff as may be assigned to the Division.

Manages all aspects of production and scheduling from order to delivery. Ensures that safety, quality, and productivity goals are attained utilizing continuous improvement, teamwork, training, and employee involvement.

Oversees maintenance, preventative maintenance, and continuous improvement programs.

Evaluates present equipment for preventative maintenance and modifications scheduling any needed repairs.

The job description and responsibilities described are intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

Supervisory Responsibilities - Manages subordinate supervisors who supervise employees in the Fabrication and Forming departments. Is responsible for the overall direction, coordination, and evaluation of these units. Also, directly supervises non-supervisory employees. Will carry out supervisory responsibilities utilizing organizational policies and applicable laws. Responsibilities include scheduling/logistics, training employees; planning, assigning and directing work; addressing complaints and resolving problems.

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

Analytical/Problem Solving - Synthesizes complex or diverse information; Collects and researches data; uses intuition and experience to complement data; designs work flows and procedures. Identifies and resolves problems promptly; gathers and analyzes information skillfully; develops alternative solutions

Job Knowledge - Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; keeps abreast of current developments; requires minimal supervision; displays understanding of how job relates to others; uses resources effectively. Responds promptly to customer needs, and to requests for service and assistance

Communications - Expresses ideas and thoughts verbally; expresses ideas and thoughts in written form; exhibits good listening and comprehension; keeps others adequately informed; selects and uses appropriate communication methods.

Managing People - Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal and external); improves processes, products, and services.

Ethics/Diversity - Treats people with respect; Keeps commitments; Works with integrity and principles; upholds organizational values. Shows respect and sensitivity for cultural differences

Safety and Security - Observes safety and security procedures; determines appropriate action beyond guidelines.

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 ability required. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Education and Experience - Bachelor's degree or equivalent; or 4 to 10 years related experience and training; or equivalent combination of education and experience.

Language Skills - Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, and business correspondence. Ability to effectively present information and respond to questions from managers, clients, and customers.

Mathematical Skills - Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability - Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills - To perform this job successfully, an individual should have knowledge of Design software; Project Management software and Microsoft Excel, Word and Outlook.

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

While performing the duties of this Job, the employee is regularly required to sit. The employee is frequently required to walk; use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to stand. The employee must regularly lift and move up to 10 pounds, frequently lift and move up to 25 pounds. Specific vision abilities required by this job include the ability to adjust focus.

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.*

While performing the duties of this Job, the employee is frequently exposed to moving mechanical parts and outside weather conditions. The noise level in the work environment is usually moderate.

Equal Opportunity Employer (EOE); Minority/Female/Disabled/Veteran (M/F/D/V; Drug-Free Workplace (DFW)