



Position Title: Production Manager

Immediate Supervisor Title: Vice President of Global Operations

Department: Operations

Location: New Kensington, PA

FLSA Status: Salaried Exempt

Brief Summary of Position Purpose:

The Production Manager is responsible for overseeing the factory's daily production with a primary emphasis on training, coordination, and execution. The role includes a strong focus on personnel management operating in a union environment.

Essential Functions:

- Organizes resources to ensure effective production of new product, service and calibration of existing customer instruments, and daily execution of Shipping and Receiving.
- In coordination with two direct reports, gives direction, resolves problems, prepares schedules, and sets deadlines to ensure timely completion of work.
- Evaluates current procedures and practices for accomplishing department objectives and develops/implements improved procedures and practices to optimize operations.
- Ensures adequate training to organization's policies and practices and when necessary, administers appropriate discipline in alignment with Collective Bargaining Agreement.
- Monitors and analyzes costs in alignment with department budget.

Education/Training/Certifications:

- BA/BS in Operations Management, Supply Chain Management, or related Field Preferred. Bachelor's degree may be substituted with an associate's degree in a related field and/or strong evidence of past work experience.

Experience:

- Minimum 3 years of Supervisory Experience in a union environment.
- Industry knowledge in instrumentation assembly/service preferred.
- Experience with Lean Manufacturing preferred.

Required Skill Sets: (e.g., computer skills, communications, math, etc.)

- Strong interpersonal and communication skills, both verbal and written
- Ability to read and comprehend drawings and specifications
- Effective presentation skills
- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Competency with Microsoft Office tools



Physical Demands: (e.g., lifting, travel, etc.)

- Regularly required to walk, stand, and sit in a shop floor environment.
- Works in normal manufacturing plant environment with occasional exposure to plant heat, moderate noise, dust, dirt, and fumes.
- Minimal travel of < 10%

Pursuant to the Americans with Disabilities Act (ADA), reasonable accommodations may be made to enable qualified individuals to perform the essential functions of this job.

AA/EEO/M/F/D/V