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CORTEC CORPORATION
JOB DESCRIPTION

POSITION TITLE Plant Manager

REPORTS TO Director of Manufacturing

POSITION SUMMARY

Responsible for planning, directing, and/or coordinating the work activities and resources necessary for manufacturing products at assigned facility in accordance with cost, quality, and quantity specifications, while complying with all safety and environmental regulations.

POSITION ACCOUNTABILITIES

The following are essential job functions.

Leadership

- Provides direction, support and guidance to all direct reports.
- Helps to develop and oversees execution of plant manufacturing strategy.
- Ensures effective communications with all facility employees are in place
- Participates on project teams aimed at improving efficiencies in throughput and quality yield

Production

- Ensures orders ship on time.
- Ensures products meet specifications; identifies opportunities for improvement and works with Quality Engineer to improve outcomes
- Adjusts production schedule as needed to respond effectively to changes
- Adjusts inventory records as required to ensure adequate and accurate stock status
- Responsible for utilizing outsourcing resources effectively
- Continuously works on driving down costs (supplies, materials, labor and overhead)
- Maintains a secure facility in compliance with corporate standards and policies
- Pulls and analyzes Production Variance Reports to drive down variances and associated costs.

Human Resources

- Follows staffing process to attract and retain adequate head count to achieve plant objectives
- Follows performance management process to provide feedback and coaching, and recognize good performance
- Maintains positive employee relations
- Builds and cultivates a high-engagement work environment
- Ensures employees are trained to operate machines, meeting productivity standards in a safe manner
- Works with corporate HR to develop and execute a facility-wide training plan annually

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Safety

- Maintains a world-class safety culture
- Works with the corporate Safety Manager to improve and maintain an acceptable safety record
- Responsible for completing incident logs
- Ensures First Report of Injury (FROI) forms are completed in an accurate and timely manner

Quality and R&D

- Ensures compliance to quality standards and specifications. Identifies areas for improvement.
- Supports and participates in the QMS system
- Visibly demonstrates support of the EMS system
- Participates in R&D projects as needed

Maintenance

- Oversees maintenance operations.
- Ensures machines are operating efficiently and effectively with a minimum of unplanned outages.
- Ensures Maintenance Plus (+) data is current.

Shipping and Receiving

- Oversees shipping and receiving to ensure materials arrive and product ships on time.

Administration

- Monitors spending and adherence to budget
- Manages petty cash, or delegates
- Services as Corporate IT interface, or delegates

Customer Service

- Provides costing data for existing products
- Communicates order status to Customer Service team

Assists and/or Backs up

- Conducts cycle counting and inventory adjustments
- Works with Corporate Purchasing by meeting jointly with vendors and complying with Corporate purchasing policies
- Creates batch tickets
- Receipts batch tickets
- Helps with shipping and receiving functions
- Helps with facilities administration as needed
- Helps with facilities projects, including maintenance and repair
- Assists with recruiting efforts
- Provides input to compensation decisions
- Other related duties as assigned.

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JOB SPECIFICATIONS

Minimum Education	Bachelor's degree in Operations Management or related field required; or equivalent experience
Minimum Experience	Three-five years' experience in supervisory role in manufacturing setting required; experience with Budget Management, Lean Manufacturing, Operations Management, Process Improvement highly desired

KNOWLEDGE

Mechanical — Knowledge of machines and tools, including their designs, uses, repair, and maintenance.

Production and Processing — Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.

SKILLS

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Coordination — Adjusting actions in relation to others' actions.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Management of Human Resources — Motivating, developing, and directing people as they work, identifying the best people for the job.

Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.

Speaking — Talking to others to convey information effectively.

Time Management — Managing one's own time and the time of others.

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COMPETENCIES

- **Leadership** — Job requires a willingness to lead, take charge, and offer opinions and direction.
- **Dependability** — Job requires being reliable, responsible, and dependable, and fulfilling obligations.
- **Initiative** — Job requires a willingness to take on responsibilities and challenges.
- **Self-Control** — Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
- **Adaptability/Flexibility** — Job requires being open to change (positive or negative) and to considerable variety in the workplace.
- **Attention to Detail** — Job requires being careful about detail and thorough in completing work tasks.
- **Integrity** — Job requires being honest and ethical.
- **Analytical Thinking** — Job requires analyzing information and using logic to address work-related issues and problems.
- **Cooperation** — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
- **Innovation** — Job requires creativity and alternative thinking to develop new ideas for and answers to work-related problems.

Supervises: Production Supervisor, Warehouse Lead, Maintenance Lead, Maintenance Technician

Exempt/Non-Exempt: Exempt