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JOB DESCRIPTION - PLANT MANAGER

DEPARTMENT: Administration

JOB TITLE: Plant Manager

REPORTS TO: Vice President of Operations

PURPOSE: The purpose of this job is to effectively manage the daily plant operations to assure maximum production of quality products in accordance with corporate goals and objectives.

JOB DUTIES:

Plant Operation Duties:

- Develops, implements, and maintains policies and procedures related to plant operations.
- Directs and approves purchasing of appropriate materials/supplies in a timely manner to achieve customer and/or company time-frames.
- Ensures production equipment/machinery is properly maintained, repaired, or replaced as necessary to maintain smooth daily plant operations.
- Develops the current production schedule, maintains knowledge of on-hand product inventory, and new customer orders, adjusting production as necessary to achieve customer satisfaction as well as company objectives.

Management Duties:

- Hires, assures appropriate training, and evaluates job performance of plant personnel.
- Controls allocation and use of personnel to ensure fulfillment of production schedules in a cost-effective manner.
- Conducts regular scheduled safety training to provide a safe working environment, including the application and implementation of new equipment/machinery.
- Conducts regular scheduled departmental meetings enhancing communication throughout the plant.
- Ensures adherence to all established company policies and procedures through specialized training of supervisors.

JOB DUTIES: (continued)

Administrative Duties:

- Analyzes, develops, and prepares the plant operating expense budget, monitoring and investigating discrepancies as situations arise.
- Prepares weekly yield sheets for review by the Vice President of Operations and other reports as requested.
- Ensures compliance with all federal, state, and local regulations and requirements, as required.
- Provides a leadership role in the integration of efforts throughout the plant promoting a positive work atmosphere.
- Promotes a positive image of the company through community involvement.

JOB REQUIREMENTS:

1. Specific knowledge of industrial production processes.
2. Ability to monitor the production processes, make necessary adjustments in scheduling and/or improve production methods/techniques to achieve company goals.
3. Knowledge and ability to implement and ensure adherence to all safety techniques and procedures related to plant operations.
4. Knowledge and ability to analyze, forecast, and plan production objectives.
5. Ability to hire, train, and evaluate personnel ensuring a competent work force to meet production objectives in a cost-effective manner.
6. Ability to develop and implement standard policies and procedures to maintain consistent daily plant operations.
7. Ability to effectively interact and manage plant personnel.
8. Ability to effectively communicate with corporate office management, contractors, vendors, suppliers, and other business related contacts.
9. Ability to effectively communicate both orally and in writing.
10. Ability to maintain a high level of confidentiality related to all duties and responsibilities, such as production goals and personnel information.
11. Ability to perform basic and complex mathematical calculations.
12. Knowledge of organizational methods and the ability to manage multiple tasks/projects simultaneously.
13. Ability to remain calm and professional during peak periods of activity.
14. Ability to operate all necessary office equipment required to accomplish job duties, such as, computers, typewriters, and telephones, fax machines, etc.
15. Ability to work daily and extended hours as necessary.
16. Ability to assist with special or ongoing projects as instructed by the Vice President of Operations.

BASIC PHYSICAL REQUIREMENTS:

Approximate: 9-10 Hour Day (may be longer during peak season)

Key: Occasional = 0% to 33% N/A = Not Applicable
 Frequent = 34% to 66%
 Continuous = 67% to 100%

Standing Occasional
 Sitting Frequent
 Walking Frequent
 Bending/Kneeling/Crouching/Stooping Occasional
 Reaching Above Shoulder Occasional
 Climbing (stairs, ladders, etc.) Occasional

Working on Heights:
 Unprotected Heights Occasional
 Protected Heights Frequent

Lifting Weights from 0 to 100 Pounds Occasional

Push/Pull/Maneuver Equipment/Products/Materials Occasional
 Weighing from 0 to 200 Pounds

Being Around and/or Operating Moving Machinery/Equipment Occasional

Operating a Vehicle (as a part of your job) Frequent

Read/Monitor Gauges on Various Equipment/Machinery Occasional

Hand Movements:
 Recording Data Frequent
 Operating Office Equipment Occasional
 Operating Computer Frequent
 Simple Grasping (right and left) Occasional
 Firm Grasping (right and left) Occasional
 Fine Manipulating (right and left) Occasional

Foot Movements to Operate Foot Controls Occasional

Vision: Good Vision, Corrected to Normal; or Ability to Access Required Information and to Perform Job Duties YES

Color Definition Required: YES

Hearing: Good Hearing, Corrected to Normal; or Ability to Communicate/Understand Required Information and to Perform Job Duties YES

Mobility: Ability to be mobile throughout required work areas.

Office Frequent
 Multiple Locations Frequent
 Plant Continuous
 Equipment/Maintenance or Repair Area Frequent
 Rough Terrain Occasional
 Other N/A

BASIC MENTAL REQUIREMENTS

This job requires the mental capabilities to analyze the plant operations to develop company resources in a manner to achieve maximum productivity to attain or succeed the company's business objectives. Furthermore, the incumbent for this position must have the abilities to solve problems as they arise and excellent communication skills in managing plant personnel.

WORKING CONDITIONS AND EXPOSURES:

The working conditions vary, a portion of the job duties occur within a general office environment while other job duties occur within a general manufacturing environment. Exposures include, but are not limited to chemicals, caustics, temperatures ranging from freezing to extreme heat, noise, dust, and moving equipment/machinery.

TRAINING:

Safety:

Right-to-know
Hazardous Materials/Chemicals
Regular Safety Meetings
Emergency Procedures
Personal Protective Equipment
Lock Out/Tag Out

Other:

On-the-job training
Employee Handbook
Training Seminars/Classes

JOB QUALIFICATIONS:

Education	College Degree in the field of production or management, preferred.
Experience	8 years experience in a manufacturing or production environment, required. 5 years supervisory experience, required.

"Note: This is not necessarily an exhaustive list of the job duties and requirements associated with this job, but is intended to represent an accurate reflection of the current job."

JOB DESCRIPTION ACKNOWLEDGEMENT

Job Title: Plant Manager

YES ____ NO ____ I have been provided a copy of the job description, or the job functions have been explained to me.

YES ____ NO ____ I understand the requirements of this job.

YES ____ NO ____ I understand that this job description is not necessarily an exhaustive list of the job duties and requirements associated with this job, but rather is intended to represent an accurate reflection of the current job. Furthermore, management reserves the right to add, delete, and/or modify any of the job duties or requirements at any time.

Date

Applicant Signature