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Job Description - Manufacture Manager

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Department: Manufacture

Title: Manager of Manufacture

Basic Functions:

General supervision of all manufacturing departments and allied services. Plan and control operations to assure maximum efficiency and scheduled deliveries. Contribute to the initial scheduling of unit and contract orders. Provide information to sales and engineering departments for realistic initial scheduling of renewal or spare orders. Evaluate performance and make changes to improve.

Authority and Responsibility

1. Provide adequate numbers of able subordinates to conduct effectively the basic function described above.
2. Determine work force requirements to meet work-load variations. Authorize overtime and/or subcontracting where required to meet delivery commitments.
3. Maintain effective liaison with sales, engineering, design, drafting and purchasing departments to assure realistic scheduling and effective sequence of performance on customers orders.
4. Inform Vice President-Operations of work load distribution including projected bottlenecks and lean areas for equipment selection and replacement determination.
5. Coordinate and control all manufacturing activities.
6. Maintain highest possible morale throughout the work force.

Organizational Relationships:

Responsible to Vice President-Operations in the performance of these duties.

Responsible for the following areas:

Fabrication Department
Casting Department
Machining Department (2 shifts)
Assembly Department
Shipping Department
Inspection Department
Material Flow Department
Production Control Department
Planning Department
Pattern Department

Liaison relationships - thru Vice President-Operations, Maintenance, Tooling, Equipment, Layout; Purchasing, Sales & Engineering Departments, Industrial Relations, Estimating, Accounting.