

Production Manager – Position Description

Job Title:	Production Manager
Department:	Operations
Reports to:	Vice President, Operations
FLSA Status:	Exempt
Prepared by:	Human Resources
Rev Date:	4/19/2021

Job Summary:

LDJ Manufacturing is home to the Thunder Creek Equipment brand of premium diesel fuel and service trailers. We are an industry leader known for our uncompromising quality and reliability. LDJ is a family-owned company, with strong Midwest roots and values, and a passion to develop, manufacture, and market innovative solutions that provide value to our customers in the agricultural, construction, and oil industries throughout the United States.

We are seeking an experienced Production Manager who shares our values and is energized by leading a growing manufacturing team focused on succeeding with high-performance teamwork, continuous improvement, relentless quality standards, and customer-focused execution. Reporting to the Vice President of Operations, the Production Manager is responsible for all aspects of production including the planning, organizing, and directing of day-to-day operations for production output, product quality, productivity, due-date performance, safety, and employee relations.

Duties/Responsibilities:

- Provide effective leadership that supports a winning culture and aligns with LDJ's Core Values
- Direct and coordinate daily operations of the manufacturing plant as it relates to production output, product quality, safety, and due-date performance.
- Build and lead a high-performing team. Actively attract and engage top talent with a demonstrated commitment to the development of others.
- Assist in employee recruitment, performance evaluation, promotion, retention, and termination activities.
- Take an active role in the development of employee relations by providing leadership and maintaining open communication between all levels of the operation.
- Develop, monitor, improve and standardize the planning and scheduling process to achieve production schedules that meet or exceed production demand.
- Determine equipment, material, and manpower requirements to support production plan/demand.
- Promote culture of continuous improvement to constantly improve processes and efficiencies without compromising safety or quality.
- Allocate resources effectively and fully utilize assets to produce optimal results.
- Develop systems and processes that track key metrics to measure performance and establish accountability versus plan or targets.
- Provide leadership in health and safety to maintain a safe work environment and ensure all legal requirements, company safety procedures, and local and state health and safety regulations are met.
- Collaborate cross-functionally to drive business results, create alignment, and to support planning.
- Stay up to date with the latest production management best practices and concepts.
- Support capacity planning efforts to identify operational requirements to support growth goals.
- Manage departmental budgets and ensure compliance of company controls and policies.

Supervisory Responsibilities:

Responsible for the overall direction, coordination, and evaluation of Production team members. Direct, motivate, reward, and recognize the team's ability to meet or exceed business objectives. Partner with the team on personal and career development. Carry out leadership responsibilities in accordance with LDJ's core values, the company's policies, and applicable laws for interviewing, hiring, training, directing work, appraising performance, rewarding, and disciplining, addressing complaints, and resolving problems.

Leadership Competencies

To be successful in this position, the individual will have effectively demonstrated the following leadership competencies: Embodies the core values, leads courageously, builds talented teams, collaborates, empowers, inspires accountability, and accelerates results.

Travel

Ability to travel up to 10% of the time with a valid driver's license.

Required Skills/Abilities:

- Successful work experience as production or plant manager
- Strong leadership, team building, managerial, and people management skills
- Excellent organizational and time-management skills
- Exceptional conflict-resolution and decision-making skills
- Good knowledge of local, state, and federal health and safety regulations for operating plants
- Ability to develop and track key performance metrics.
- Strong aptitude for root cause analysis and troubleshooting operational issues.
- Experience and knowledge of business and management principles (budgeting, strategic planning, human resources, resource allocation)
- Strong verbal and written communication skills
- Ability to prioritize and multitask to meet deadlines and customer expectations.
- Highly proficient computer skills using Microsoft Office Suite and business software.

Education and Experience:

- Bachelor's degree required with 3-5 years of production supervision experience required. Related experience can be substituted for college degree.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform 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 regularly required to stand, walk, sit, and talk or hear. Air travel for this job is of four to eight hours. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds without restrictions. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.