



## **Job Description: Manufacturing Manager**

### *Job Summary:*

This is an opportunity to make an important contribution to a successful, small manufacturing company in Carson, CA. The Manufacturing Manager will ensure efficient production of our products by using lean manufacturing techniques to continuously improve processes, while adhering to ISO 9001:2015 requirements.

### *Key Performance Indicators:*

- Sales order OTD  $\geq$  95% each year
- Internal work order OTD  $\geq$  90% each year
- Annual improvement of process time for pumps and component parts
- Improve engagement of shop floor employees with continuous improvement activities
  - Measured by employee suggestions and \$ savings from improvement activities
- Maintain a warrantable return rate  $<$  0.5% of products shipped

### *Key Job Tasks:*

#### **Production Management**

- Drive continuous improvement within production
  - Meet production requirements: measured with on-time performance and 1<sup>st</sup> Pass yield data
  - Shop Personnel Performance: measured with actual vs. estimated time requirements
  - Controlling and minimizing overtime work required
  - Produce measurable data (goals vs. actual) to document performance
    - Manage and publish production metrics (OTD, scrap, efficiency, yield)
  - Apply lean manufacturing methods to improve efficiency, shop ergonomics, and reduce waste
- Attend Management Review meetings to improve overall performance of company
- Monitor work orders (including routers and BOM's) and report incorrect documents
- Ensure proper procedures are documented and followed throughout Manufacturing Dept

#### **Manage Shop Floor Employees and Shipping Department to Meet Production Schedules**

- Manage shipping/receiving and other shop employees to ensure the shop floor operates efficiently, safely and to our quality standards.
  - Meet or exceed customer ship dates (Goal = 95% on-time performance)
  - Performance reviews of subordinates (shop employees)
    - Compile performance data and attendance records collected from ERP bar coding system. Assemble this data with non-measured inputs to complete yearly reviews
  - Maintain the safety of ASP employees
  - Facilitate 5S activities and improvements
- Monitor the Preventative Maintenance Program
- Develop and manage employees to prepare them for long term success at ASP

#### **Inventory Management**

- Adjust minimum/safety quantities when needed
- Manage cycle counts as needed to maintain accurate inventory



# AMERICAN STAINLESS PUMPS

Stainless Steel Pumps for the Commercial Marketplace

- Correct discrepancies between on-hand and reported quantities
- Ensure material issued to the work order

## Implement Quality Program

- Implement every aspect of Quality Program into production
- Develop, maintain and update document control for manufacturing procedures and processes
- Monitor work orders (including routers and BOM's) and revise incorrect documents.
- Monitor 1<sup>st</sup> Pass Data and Review with Quality Manager

## Safety

- Oversee safety program implementation, shop organization and 5S implementation
- Conduct Monthly Safety Meetings
- Conduct Yearly Safety Drills to confirm shop employees' knowledge of disaster procedures
- Update and maintains safety manual and all safety documents

## Shipping and Receiving

- Ensure completed products reach the shipping department on time
- Work with receiving to properly stock and organize the S/R areas to improve work flow

## Job Requirements:

- 5+ years managing experience in a production/manufacturing environment
  - Leadership skills: inspire team to improve and excel
  - 3+ years experience applying Lean Manufacturing principles (Kaizen, Kanban, Single Piece Flow, 5S)
  - Experience with production planning
- Mechanically inclined
  - Experience with lathes, presses, mills and other shop machinery
  - Knowledge of machine functionality
- Computer Skills
  - Excellent knowledge of Microsoft Excel / Word / Access / Outlook
  - Basic knowledge and experience with
    - Resourcefulness and research capability using the internet
    - ERP/MRP systems
    - Microsoft Power BI and Power Automate
- Good written and language skills. English proficient. Prefer experience with the following:
  - Creating work instructions
  - ISO internal audit reports
- Experience working in an ISO 9001 manufacturing environment
  - Experience performing ISO9001 internal audits
- General
  - Must be able to balance many tasks and prioritize
  - Excellent organization skills
  - Punctual and responsible