MRC Industries, Inc. Job Posting

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POSITION:	Production Unit Manager
DEPARTMENT:	McKercher Production Unit
REPORTS TO:	McKercher Program Director
JOB ORDER:	076
POSITIONS SUPERVISED:	Driver/Maintenance, On-call Production staff, Skill Building Coach II
STATUS:	Exempt
POSTING DATE:	December 9, 2015

Summary of Responsibilities:

The Production Unit Manager works closely with the McKercher Program Director to manage production and facilities including assisting and administering assigned personnel, maintenance, safety, facilities, and finance functions. Responsible for all production coordination including shipping/receiving, billing of assembly products, miscellaneous janitorial functions, and McKercher facility maintenance.

Essential Duties and Responsibilities:

1. Manage and execute daily warehousing operations, including scheduling, staging, ordering, receiving, storage of materials, inventory and shipping of finished products.
2. Manage staff scheduling and assign tasks to meet production goals.
3. Manage spending against budget, control spending in r/t changes in production volume.
4. Participate in the interviewing, hiring, evaluation, development, and terminations procedures for production employees. Provide staff evaluations on a timely basis and demonstrate effective staff management skills through both formal and informal staff management strategies and ensure adherence to MRC policies and procedures.
5. Schedule and lead ongoing production meetings and ensure quality, production rate, staffing, and other concerns are effectively communicated.
6. Bring process improvement suggestions to the production team for discussion and implementation to improve efficiency and effectiveness.
7. Solve problems of a production nature. Assist staff within the unit, and in other units with problem solving.
8. Assist in ensuring that CARF, OSHA, DOL, and other mandatory standards are met by developing and maintaining procedures to meet these standards and focusing on practices of continuous improvement.
9. Maintain a safe, clean, and organized production environment.
10. Ensure all safety functions are followed and addressed including machine guarding, lockout/tagout and MSDS/SDS sheets
11. Act as liaison with customers and general public to ensure customer satisfaction and promote a positive image of the agency.
12. Supervise all assigned production materials and ensure necessary materials are ordered and available to meet production requirements.
13. Supervise all assigned production routines to include operation of the slitter/slotter, button press, and other production equipment.

14. Ensure adequate training and back up processes are in place for operation of production equipment in the absence of the facilities and production manager.
15. Ensure accurate communication and scheduling regarding pick-up and delivery of materials or finished goods. Direct and schedule receiving and shipping (trucking) procedures.
16. Serves as a back-up to drivers and may drive delivery truck as needed.
17. Monitor quality standards and address with staff to ensure corrective action is taken when necessary.
18. Ensure proper paperwork flow for internal purchase orders/shop work orders, billing, shipping and other tasks are completed in a timely and accurate manner.
19. Prepare and track meaningful metrics and procedures to drive process improvement.
20. Conduct proper time studies for consumer work tasks in accordance with DOL standards.
21. Ensure all production work is completed in accordance with customer guidelines for quality and delivery date.
22. Ensure proper maintenance of production equipment and supplies; conduct preventative maintenance as necessary and document procedures appropriately.
23. Direct and initiate necessary vehicle maintenance and purchasing; maintain logs for maintenance performed on all agency vehicles, obtain bids.
24. Advise McKercher Program Director of job requirements or problems that have an impact on prioritization or scheduling.
25. Ensure facility maintenance and grounds upkeep; supervise janitorial personnel in the performance of assigned duties; and initiate purchase orders as necessary in support of these functions.
26. Ensure the rights of individuals served are protected in accordance with the Michigan Mental Health Code and agency policies. Complete incident reports as required.
27. Attend all trainings and agency meetings as assigned.

Non-Essential Duties and Responsibilities:

1. Develop and recommend Standard Operating Procedures to the McKercher Program Director as appropriate.
2. Assume responsibility for smooth functioning of committees as assigned. Assist in writing contract bids for customers as necessary.
3. Other duties as assigned by McKercher Program Director

Knowledge, Skills and Abilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. A Bachelor's Degree in Management, Business Administration, Industrial Engineering or a related field plus 2 years related production experience or combination of six years of equivalent experience and education.
2. Experience and/or certification performing time studies preferred
3. Attainment of time studies training and certification (Stop Watch & Modapts) within 6 months required.
4. Current Class B CDL preferred. Must be able to obtain a Class B CDL within 6 months.
5. Lean manufacturing experience, education and/or training preferred
6. Strong mechanical background required
7. Proficiency in math required.
8. Must have a working knowledge of the following equipment: calculator, electronic scale, tape machine, string tying machine, forklift, shrink wrap, bar scaler, banding machine, saws, auto bagger, slitter/slotter, compressor.
9. One year supervisory experience strongly preferred.
10. Prior experience working with individuals with developmental disabilities preferred.
11. Excellent leadership, interpersonal, problem solving, planning and organizational skills. Must have the ability to prioritize and meet deadlines.
12. Oral communication skills sufficient to interact effectively with customers, staff, peers, and individuals with developmental disabilities.

13. Written communications skills sufficient to write purchase orders, invoices, billings, and other documentation as required.
14. Computer skills and working knowledge of Microsoft Office products required.
15. Valid Michigan driver's license, good driving record required and the availability of licensed, insured, reliable vehicle for use on the job.
16. Criminal records, driving and recipient rights screening required.

Physical Requirements

1. Must be able to tolerate prolonged standing and walking
2. Must be able to squat, reach, lift and carry up to 50 pounds.
3. Must be able to meet all state and federal regulations required to operate a commercial vehicle over 26,000 lbs including a DOT physical examination
4. Must have the physical ability to move heavy equipment to and from sites.
5. Ability to perform janitorial and a variety of functions in order to demonstrate/perform job analysis.
6. Physical ability to operate a computer keyboard and general office equipment as needed to perform the essential functions of the job.

Working Conditions

1. Must be able to tolerate extreme hot, cold, and humid conditions.
2. Travel to different sites necessary.

HOURS: Full-time (40 hours per week)

PAY RANGE: $27,373 - $41,080

TO APPLY: Apply online at www.mrcindustries.org

DEADLINE TO APPLY: March 18, 2016, 5:00 P.M.

CZ: 11/1/07
Approved BES/KF/CZ: 8.21.2012
Approved DS/CZ/BES: 5.20.2015
Revised CZ 12/8/15