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Human Resources (HR)

Number:

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Revised:

Title: Production Manager Position Description

Reports to: Vice President of Operations

Cooperates with: Shipping, Engineering, Purchasing, Inventory Management, Incoming Q.A. and HR

Primary Responsibility: Direct activities of the production assembly operations, including the supervision of assembly workers. Responsible for all managerial activities associated with producing finished goods, manage budget, employee relations, safety consciousness, and quality and safety requirements.

Secondary Responsibility: Enforce safety efforts of organization

Specific Duties and Responsibilities:

- Manages the production department efficiently to meet or exceed production schedules.
• Directs production activities to assure efficient and economical utilization of materials and controls the quality of units produced.
• Determines staffing requirements and plans for the appropriate selection, training, and evaluation of all personnel within processing, production and packing operations.
• Provides for the safety of all personnel by strict observance of company safety rules and OSHA requirements.
• Works with engineering on product improvements, cost savings and reduction of assembly labor.
• Conduct time studies, with the goal to reduce assembly labor on all products.
• Enforce employee handbook guidelines and rules.
• Assist engineering with development of assembly instructions.
• Help assemble as required to reach production goals.
• Other duties as assigned.

Qualifications:

- Bachelor's degree (B.S.) or equivalent from a four-year school or equivalent experience and education minimum
• 5 years of supervisory / management experience in an assembly environment
• Knowledge of lean manufacturing principles.
• Possess good verbal and written communication skills.
• Have a desire to interact with people.
• Be a team member in support of departmental and company goals
• Knowledge of belt and chain drive systems helpful.

Approved: _____ Date: _____