



## **JOB DESCRIPTION**

Position (Job Title): Plant Manager

Department: Plant/Production

Cost Center: Plant

Reports To: Director of U.S. Operations

Summary of Responsibilities:

### **General Duties**

- Direct and coordinate efficient and safe plant operations per policies/procedures, applicable legislation and industry best practices
- Ensure continual awareness of sales pipeline and client demands; anticipate and adjust operation as necessary to meet demand
- Meet and/or exceed plant safety, production and product quality as well as financial targets, client delivery commitments and other key performance indicators as identified and aligned to corporate requirements
- Manage to budget
- Delegate and communicate responsibilities, authority and goals and achievement against same as required
- Responsible for ensuring the plant has appropriate resources available/scheduled as/when required
  - Work with department heads to ensure coordination of headcount, purchasing, production schedules (employees, material) and shipping
- Ensure operations continually achieves standards required to pass compliance audits by applicable governing agencies
- Ensure proactive equipment and facility preventative maintenance to minimize downtime
- Proactive engagement in recognition and reward initiatives, performance management of employees
- Maintain a work environment that promotes continuous improvement in themselves at work and the day-to-day operations
- Motivate employees and maintain a high morale
- Ensure the safe and efficient operation of the Plant production facilities
- Responsible for plant production goals
- Responsible for establishing all shift production schedules
- Responsible for the product quality control for the plant
- Maintain a work environment that promotes continuous improvement in themselves and in the work place
- Ensure that Lean Principles are understood and practiced in the day to day operations.
- Attend scheduled corporate training and meetings

### **Specific Duties**

- Responsible for the inventory and supply of all PPE for employees
  - Ensure that the Employee Manual is understood and adhered to
  - Allocate labour and schedule vacation with assistance from the Production Superintendent
  - Delegate responsibility to the Supervisors to ensure production targets and quality standards are met and all reporting documentation is completed
  - Ensures that Supervisors attain adequate level of competency in the areas of health and safety, employee concerns, Lean Manufacturing, etc.
  - Assist in creating the training plan in coordination with the Human Resource Business Partner
-



- Works with the Human Resource Business Partner in interpreting and applying terms and conditions of the Employee Manual, aligning workforce to meet work requirements, including hiring's, layoffs, etc.
- Plan production loading and layout based on customer demand.
- Plan plant capacity based on customer demand (i.e.: batch capacity)
- Schedule Overtime as required for production through the Production Supervisors / Superintendent
- Schedule weekly Operations meetings and ensure documentation is maintained and followed through
- Coordinate with Project Management the status, requirements and schedules for all active and forecasted projects
- Ensure, through Materials Management, the raw material availability for the scheduled production
- Ensure through Engineering/Maintenance that required equipment is maintained and purchased when needed for Production
- Ensure through Engineering/Maintenance that overall plant requirements are met.
- Works with the Scheduler to ensure that new product samples are integrated into the daily production schedule to meet required delivery dates
- Participate in the planning of projects
- Lead the activities of various focus teams to improve upon overall production yields, efficiencies, etc.
- Participate in the design of products, equipment and processes
- Participate in the implementation and maintenance of Lean Manufacturing
- Participate in bi-monthly manager meetings.
- Develop the annual departmental budgets. (Plant, Shipping, Production)
- Manage spending against budget and in relation to changes in production volume
- Report on departmental budgets and performance monthly.
- Report all Lean savings monthly.
- Establish productivity targets for all production lines
- Establish and follow through on department Continuous Improvement Projects
- Perform semi-annual and annual direct report performance reviews
- Participate on CAR teams as required
- Ensure the production areas are a showcase for our customers
- Other duties as assigned

### Competencies Required:

- Strong interpersonal and communication skills
- Strong organizational and presentation skills
- Ability to work in a team environment
- Proactive thinker and self starter

### Specific Qualifications:

- Minimum 10 years experience in a manufacturing environment with progressive experience in a variety of organizations within manufacturing
- Strong computer skills including Windows, Word, Excel and Power Point

### Key Performance Indicators:

- Safety
- Productivity
- Quality
- EBITDA (Earnings Before Interest, Taxes, Depreciation, Amortization)



Disclaimer: A portion of job openings with Durisol USA are funded by the Community Development Block Grant (CDBG) under the US Dept. of Housing and Urban Development. A requirement of this grant is to offer a percentage of openings to low to moderate income individuals in an effort to provide community development. Please visit [https://www.hud.gov/program\\_offices/comm\\_planning/communitydevelopment](https://www.hud.gov/program_offices/comm_planning/communitydevelopment) to find out more about CDBG.