

1.0 SUMMARY

The Production Manager is to plan, coordinate, and control, in conjunction with the President, the repair of bumpers at FdL Bumper Exchange, Inc.

2.0 REPORTING RELATIONSHIPS

2.1 The Production Manager reports to the President.

2.2 Shift Supervisors report to the Production Manager.

3.0 REQUIREMENTS

	Required	Preferred
3.1. <u>Education</u>	Two year college degree in Business Administration or Engineering; however, extensive managerial experience in shop operations may be substitute.	Four year college degree in required disciplines.
3.2. <u>Experience</u>	5-7 year management experience in the automotive industry.	The same.
3.3. <u>Skills, Knowledge and Abilities</u>	Must have the ability to manage all production operations. Must possess the ability to work closely with diverse groups of people, including company employees at all levels, customers, suppliers.	
3.4. <u>Physical</u>	<p>Body position: Includes sitting and standing.</p> <p>Body movements: Walking, climbing, stooping, kneeling, and full use of arms, legs, hands, fingers to operate office and shop equipment. Must be able to lift and/or carry 40 pounds.</p> <p>Body senses: Usage of all body senses.</p>	
3.5. <u>Mental</u>	Must be able to read, write and speak English fluently, knowledge of industrial and mechanical processes as a plus. Must be able to work under time and budgetary pressures.	
3.6. <u>Management Skills</u>	Ability to effectively manage subordinates and prioritize, plan, organize, and control work flow.	

4.0 WORKING CONDITIONS

Work area is inside and outside of the shop or the office, where conditions can be hot, cold, wet, dusty and/or greasy, etc.

5.0 RESPONSIBILITIES

The Production Manager is responsible for:

- 5.1 Maintaining a safe work environment by providing training products, equipment, and procedures which contribute to a safe work place.

Measurements: Number of work related injuries.

- 5.2 Maintaining a pre-planned level of profitability through control and necessary adjustments of operating costs over production output.

Measurements: Actual ratio between operating costs and production output.

- 5.3 Maintaining a required level of production quality through proper employee training, providing necessary tools, material, and equipment.

Measurements: Number of reworks or complaints from customers.

- 5.4 Completion of work in a timely manner through proper order scheduling and personal assignments.

Measurements: Number of complaints from customers or the company's management about not-timely delivery.

- 5.5 Maintaining the proper levels of inventory of tools and materials necessary for the repair of bumpers.

Measurements: Number of operational problems caused by lack of tools and materials.

- 5.6 Creating and supporting team spirit and good morale among subordinates.

- 5.7 Performing general responsibilities of FdL Bumper Exchange, Inc. employees as assigned by the Company's policies and procedures.

- 5.8 Performing other responsibilities as assigned by the President.

