



JOB DESCRIPTION

Operations Manager

Summary/Objective

We are currently seeking a full time Operations Manager with chemical manufacturing experience to join our team at Chemline!

Our culture consists of individuals who are excited to come to work, display a passion for the industry, and who work hard to make a difference. Our team is eager to accomplish goals and motivated to continue the growth of the company because when #Chemline succeeds, so do our employees!

Essential Functions

- Safely ensures all phases of manufacturing are being performed efficiently and effectively.
- Identifies and solves any issues or problems with equipment or personnel.
- Recommends and drives formula improvements, equipment and engineering revisions.
- Maintains open lines of communication with scheduling, quality/lab, maintenance, and warehouse support groups to ensure production schedules are met.
- Produces all shop floor paperwork as required for Batch Ticket production.
- Oversees all Shipping and Receiving activities.
- Coordinates and administer all aspects of training for new hires as well as long term employees.
- Complies with and enforces all company policies and procedures.
- Ensures consistent and maximum throughput while maintaining acceptable quality control.
- Ensures efficient use of manpower by effective planning of vacation schedules and arranging the required manpower coverage when necessary.
- Ensures that product loss and scrap production are kept to a minimum.
- Administers performance appraisals of assigned production employees. Establishes, communicates and provides timely feedback to assigned workforce on objectives, goals and expectations.
- Ensures complete and accurate information is entered into accounting systems in a timely manner.
- Ensure production supply inventories are maintained and notification of the appropriate purchasing personnel when items need to be re-stocked.
- Reviews and corrects time-keeping information for assigned production employees hours.
- Ensures that attendance issues are reported and handled in accordance with the attendance policy.
- Ensures plant production area housekeeping is maintained in "Tour Ready" conditions at all times in accordance with housekeeping guidelines.

Skills and Competencies

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, process flow diagrams, and procedure manuals.
- Ability to speak effectively before groups of associates.

- Good writing skills for writing reports and email.
- Basic computer skills
- Knowledge of manufacturing systems and processes.

Supervisory Responsibility

This position oversees the manufacturing staff (approximately 24 operators and 2 mechanics).

Work Environment

While performing the duties of this job, the employee is in an indoor chemical manufacturing plant. The employee must follow safety procedures and wear appropriate PPE for mechanical parts, chemicals, high noise areas, and fumes or airborne particles.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; and reach with hands and arms. The employee is frequently required to walk. The employee is occasionally required to stoop, kneel, crouch, crawl and talk or hear. The employee is occasionally required to lift and/or move up to 50 lbs. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position Type/Expected Hours of Work

This is a full-time position. Standard days and hours of work are Monday through Friday, 7:00 a.m. through 4:00 p.m.

Travel

Minimal travel required

Required Education and Experience

1. 3 years of prior supervisory/lead experience in a chemical manufacturing environment.
2. Associate's degree (A.A.) or equivalent from two-year college or technical school. (In lieu of degree requirement, may accept two years of additional manufacturing/lead experience as a trade-off.)

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Position: Production Supervisor		
Classification: Exempt	Salary Grade/Level/Family/Range:	Reports To: VP - Manufacturing
Date: 10/31/22		

Signatures

This job description has been approved by all levels of management:

Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____

Date _____