

PRODUCTION MANAGER

About the position

As a Production Manager you will manage the operations of all production areas to ensure that volume, cost, and quality standards are achieved. Responsible for overall management, direction and coordination of plant operation.

Major Duties and Responsibilities

- Manages the activities of production personnel including workflow, assembly methods, and work force utilization.
- Ensures physical and workforce resources are adequate to meet the organization's production schedule.
- Work with the sales and inventory departments to develop inventory levels by reviewing sales records and component usage.
- Provides input to the development of product strategy and research and development of new and emerging products.
- Establishes production and quality control standards, develops budget and cost controls, and obtains data regarding types, quantities, specifications, and delivery dates of products ordered.
- Provides guidance to the development of a manufacturing process plan, including personnel requirements, material needs, subcontract requirements, facility needs, and tooling and equipment needs.
- Ensures all established costs, quality, and delivery commitments are met.
- Coordinates manufacturing activities with all other functions of the organization and suppliers to obtain optimum production and utilization of human resources, machines, and equipment.
- Reviews production and operating reports and directs the resolution of operational, manufacturing, and maintenance problems to ensure minimum costs and prevent operational delays.
- Performs administrative activities associated with the effective management of shop operations, including compiling, storing, and retrieving production data for reports.
- Determines responsibilities of assigned organization and staff positions to accomplish business objectives.
- Trains and ensures all assigned employees are aware of and comply with company, government, and customer policies, procedures, and regulations.

Supervisory/Managerial Responsibilities

- Manages 3 subordinate supervisors who supervise a total of 20 to 40 employees in the Shipping, Assembly, Machine Shop, Welding and Maintenance departments.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Minimum Requirements

- **Associates degree** or equivalent from two-year college or technical school, preferably; supervisory experience in managing production areas, preferably **oil and gas valve manufacturing**; or **10 to 15 years related experience and/or training**; or equivalent combination of education and experience.
- Knowledge of **ERP software**, Excel and Word software.
- Resides in Oklahoma City Area – Not a remote position.

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