

## Job Description

<b>Title:</b>	Production Manager – Press Shop	<b>Location:</b>	Ingersoll, ON
<b>Education:</b>	College Diploma/Degree or equivalent.	<b>Hours:</b>	40
<b>Experience/Proficiency:</b>	5 years industrial experience in press / forge environment with supervisory experience	<b>NOC:</b>	90010
<b>Reports to:</b>	Operations Manager	<b>Rev. Date:</b> mm/dd/yyyy	April 23, 2024

### General Description

To provide leadership and direction for both unionized and salaried employees. Schedules and directs daily production and maintenance activities for area personnel. Responsible for optimizations, delivery, and overall area performance.

### Skill/Effort Requirements

- Knowledge of Mechanical, Electrical, Pneumatic and Hydraulic systems is an asset.
- Oversee equipment improvements and inputs into preventable maintenance program.
- Standardize procedures.
- Knowledge of the Occupational Health and Safety Act and Regulations.
- Effective oral and written communication skills.
- Highly motivated and able to motivate others.
- Ability to work with all levels in the company and outside contractors and vendors.
- Good computer skills (Office, spreadsheets, data sorting and analysis)
- Knowledge of pressing/forging process with ability to resource manage.
- Problem solving/analytical skills.
- Ability to work under pressure and make effective, prompt decisions.
- Strong organizational skills

### Responsibilities

- Manage all employees within your area.
- Liaise with Engineers, Production Managers and Maintenance Manager daily to align on production plans and maintenance activities.
- Oversee production workflow through the area.
- Development, implementation, and monitoring of an effective preventative maintenance schedule
- Assign daily tasks, routine work, and repair orders.
- Understanding and adherence to the collective bargaining agreement
- Ensure all training and certifications required for all employees are completed.
- Ensure proper inventory management and proper usage of work order for accurate inventory control.
- Actively participate in regular staff / management meetings and communications sessions
- Work with cross functional team in developing and implementing improvement projects.
- Observe manufacturing methods and work to improve efficiency.
- Coordinate work performed by outside vendors.
- Evaluate employee performance and provide feedback, coaching and formal evaluations.
- Work with all reports to ensure production of quality forgings

**Job Description****Working Conditions**

- Exposure to a manufacturing environment
- Exposure to heat, noise, and oils/chemical
- Confined/Restricted Space
- Office Environment

**Reviewed By:**  
(Employee Signature)**Date:****Approved By:**  
(Manager Signature)**Date:**