

GLASSWERKS

■ CUSTOM FABRICATION ■ ARCHITECTURAL & INDUSTRIAL TEMPERING ■ CUTSIZE
■ LAMINATED GLASS ■ INSULATED GLASS ■ MIRRORS ■ CASE GOODS
■ SHOWER DOORS & HARDWARE ■ GLASS DOORS ■ ENTRIES

Job Description: Plant Manager

Job Summary: Responsible for all production functions, plans and organizes production controls in the organization to ensure that orders are produced efficiently, on time and that all work is produced within customers' quality expectations.

Essential Job Functions

1. Directs and coordinate plant operations within company policy and standard work procedures.
2. Maintains a clean and hazard free work environment.
3. Ensures that plant policies and procedures are followed.
4. Determines the materials required, works closely with Optimization and purchasing to ensure we get expected yields.
5. Makes decisions about equipment use, works along with maintenance to ensure equipment has the proper PM.
6. Works out and implements standard work procedures for all production operations.
7. Ensure that all standard work procedures are adhered to.
8. Ensures implementation and adherence to health and safety procedures.
9. Sets product quality standards.
10. Monitors quality standards to ensure customer satisfaction.
11. Maintains a well-trained and motivated Staff.
12. Confers with department supervisors to ensure coordination of, purchasing, production and shipping.
13. Attends and leads daily production meetings.
14. Works with Human Resource department with all day to day HR related matters including but limited to HR policies, new hire orientation, interviewing/hiring and firing.
15. Review and approve timesheets when needed for plant personnel in the HR/Payroll system (Dayforce).
16. Conducts performance appraisal to department managers to enhance performance and assist department managers in conducting performance appraisals for their employees

GLASSWERKS

■ CUSTOM FABRICATION ■ ARCHITECTURAL & INDUSTRIAL TEMPERING ■ CUTSIZE
■ LAMINATED GLASS ■ INSULATED GLASS ■ MIRRORS ■ CASE GOODS
■ SHOWER DOORS & HARDWARE ■ GLASS DOORS ■ ENTRIES

Skill requirements:

1. Should have the ability to effectively manage time and lead a team of subordinates.
2. Excellent written and verbal communication
3. Ability to resolve conflicts, while also demonstrating strong time management and problem-solving abilities
4. Ability to identify and resolve problems with the ability to make improvements when needed
5. Basic knowledge of MS word, office, excel, outlook.

Physical Demands

- Stand, walk, sitting for extended periods of time, and stooping
- Fine Manipulation and Gross Manipulation
- Pushing/Pulling, Reaching, Lifting/Carrying up to 50 lbs. may be required.
- Hearing requirements, vision and communicating verbally with customers/staff is essential.

• **NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization.**