

JOB DESCRIPTION

Job Title:	Operations Manager	Dept:	Production
FLSA:	Exempt	Issue Date:	03/06/02
		Revision Date:	11/02/09

Note: Direct reporting structure is based on division organization charts.

Key Areas of Responsibility (Answerable for the following end results)

1. Planning, staffing, training, assessing and guiding shipping, receiving and production supervisors.
2. Adhere to production schedules to meet customer requirements.
3. Lead operations group to meet or exceed all department objectives (KOI)
4. Comply to all company directed policies and procedures developed per the quality system (Business Operating Procedures and Department Instructions)
5. Lead department meetings, support and promote continual improvement projects and oversee initiation and/or execution of engineering changes.
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 - Comply with corporate, State, Federal health, safety and environmental regulations.
 - Adhere to and promote the Employee Charter/ Operating Philosophy and observe the rules, regulation and direction of the Employee Handbook established by management
 - Document all activities as required.
 - Adhere to all company guidelines for Emergency Evacuation to ensure employee safety.
 - Any additional responsibility deemed necessary by management.

Limits of Authority

- Advise GM of those situations that may pose a significant risk to the program, product assurance, facilities, and employee safety or customer satisfaction results.
- Initiate actions to prevent the occurrence of any nonconformance relating to product, process & systems.
- Identify and record any problems relating to the product, process or system
- Initiate, recommend or provide solutions through appropriate channels and verify implementation.
- Control further processing and delivery of nonconforming product until the deficiency is corrected.
- Approve Business Operating System documentation as applicable (Process Owner)
- Purchase Requisition approval for Department purchases

Basic Education, Experience and Training Requirements

- Bachelor degree in an engineering or management discipline or equivalent combination of work and education.
- Minimum 7 years related experience in automotive manufacturing environment.
- Possess excellent leadership abilities, organizational and communication skills

Internal Training Requirements

- Quality Mission Statement (QMIS)
- Environmental Mission Statement (EMIS)
- Evacuation Route (EMER)
- Orientation (ORIE)
- [Vision and Culture](#)
- Significant Aspects Overview (ASPC)
- Process 3.0 – Nonconformance Management (PR03)
- Process 16.0 – Planning and Scheduling (PR16)
- Process 17.0 – Receiving Management (PR17)
- Process 18.0 – Production Management (PR18)
- Process 22.0 – Shipping Management (PR22)
- Process 23.0 – Training, Education and Evaluation Management (PR23)
- Six Sigma Overview (SSOV)
- Six Sigma Champion (SSCH)
- Lotus Notes (NOTE)
- Clark Broadcast Database (CLAR)
- Open Issues Database (OPEN)

GM APPROVAL: _____
INITIALS



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- Change Management Database (CCF)

Health, Safety and Physical Demand Requirements

- Normal amount of sitting and standing, average mobility to move around an office and plant environment, able to conduct normal amount of work on a computer.
-

Risks Associated with Job Function

- None

The above points have been explained sufficiently.

Employee's Name (Please Print)

Date

Employee's Signature

GM APPROVAL: _____
INITIALS