



## Director of Operations

<b>Date</b>	10/22/2017	<b>Department</b>	Manufacturing Support
<b>Exempt</b>	Yes	<b>Reports To</b>	President/CEO
<b>Level/Salary Range</b>	Executive	<b>Supervises</b>	Extrusion Team Leader, Fabrication & Anodizing Team Leader, Production Control Team Leader and Purchasing Team Leader

### Job Summary

Direct and coordinate all manufacturing activities which include: Extrusion, Fabrication, Anodizing, Production Control and Purchasing. Responsibilities must be executed in accordance with Progress Thru People as our core principle. Associates safety is the first and foremost objective of this position. Reinforcement of the team oriented work philosophy is essential. This is a critical position to the organization and will participate in Leadership Team and Executive Management Team activities to ensure key business objectives are met. This position requires the individual to be available for nights or weekends to support these shifts. Must be comfortable functioning in a Lean Six Sigma and associate involvement environment. This position must work closely with the Director of Engineering to ensure a seamless coordination between the two groups.

### Job Description

#### Essential Functions

1. Provide all necessary support to meet corporate safety goals and maintain a safe working environment for all Mid-States associates.
2. Responsible for overall manufacturing efforts in the Extrusion, Fabrication, Anodizing, Production Control, and Purchasing Departments.
3. Plan, execute and responsible for all manufacturing process activities to improve operating efficiency, reduce operating costs and provide on time delivery.
4. Responsible for the training and development of team members. Participate in the review and approval of all personnel appraisals and rate changes for the team.
5. Insure ongoing maintenance of documentation and processes to ensure compliance with ISO 9000 and business systems.
6. Provide direct supervision and mentoring to all direct reports to assure that the key business objectives are met.
7. Responsible for ensuring good communication to and from all necessary team members.
8. Serve a customer interface role in support of the sales team.
9. Responsible for plant wide continuous improvement through Lean Six Sigma or other means.
10. Support the development of the annual MSA Strategic Business Plans.
11. Coordinate short and long-range business planning for the manufacturing business units.
12. Coordinate justification of new equipment and methods.
13. Negotiate contracts for outside consulting firms or subcontractors as required.
14. Participate in seminars, classes and other educational endeavors for continuous professional development to assure that the key business objectives are met.
15. Other duties as required

#### Education and/or Experience and Certifications and Licenses

2-year degree in Manufacturing Processing and/or seven years related experience in process engineering procedures; or equivalent combination of education and experience. Minimum of 3-5 years of supervisory experience. Essential knowledge of manufacturing, Extrusion, Machining, Punching, Anodizing, Assembly, Quality, Production Control and Purchasing. Commitment to continued professional development is required.

#### Skills and Abilities

Ability to read, understand and interpret blueprint specifications.  
Possess strong interpersonal skills, including the ability to interact effectively with diverse personalities and individuals at various levels within and outside the organization. Ability to develop and maintain effective working and public relations, advocating team concept and a management style that emphasizes participation.  
This person must be conscientious, self-starting and striving for excellence in all areas of job responsibilities

#### Working Conditions



The work environment characteristics described here are representative of those an associate encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the associate may occasionally works near moving machinery throughout the manufacturing plant.

The noise level in the work environment is usually moderate. The associate is required to wear appropriate protective equipment such as safety shoes, safety glasses and hearing protection when working in manufacturing area.

This position will require air travel periodically. This may occur on either charter or commercial airlines.

**Physical Demands and PPE Requirements**

Physical Demand	Code	Physical Demand	Code	Ability to Wear	Code
Stand	F	Reach above Shoulder	O	Ear protection	F
Walk	F	Climb	O	Steel Toe Footwear	F
Sit	F	Crawl	O	Safety Glasses	F
Handling /Fingering	O	Squat	O	<b>N/A = Not Applicable O = Occasionally                      F= Frequently C = Constantly</b>	
Reach Outward	O	Bend	O		

**Material Handling**

	Occasional (1-33%)	Frequent (34-66%)	Constant (67-100%)
<input type="checkbox"/>	10 lbs	5 lbs	2 lbs
<input type="checkbox"/>	15 lbs	8 lbs	3 lbs
<input type="checkbox"/>	20 lbs	10 lbs	4 lbs
<input checked="" type="checkbox"/>	35 lbs	15 lbs	7 lbs
<input type="checkbox"/>	50 lbs	25 lbs	10 lbs

**Company Competencies**

**Engaged Team Culture:** A collaborative team culture, with a focus on inclusion and growth, is at the heart of our company.

**Empowering Development:** Associates can thrive and learn no matter what position or tenure.

**Equipped for Safety:** We equip and train our associates to be zealously committed to safety.

**Educate for Wellness:** We educate and empower associates and their families to desire wellness.