

**OCCUPATIONAL DEVELOPMENT CENTER, INC.  
JOB DESCRIPTION**

**Job Title:** Production Manager Approved By: \_\_\_\_\_

**Salary Range:** Unclassified Date: \_\_\_\_\_

**Supervised By:** Vice President of Business Development & Operations

**Supervises:** Production staff

**Personnel Classification:** Senior Staff, Level 5

**GENERAL DESCRIPTION**

In close conjunction with the Vice President of Business Development & Operations, the Production Manager acts as a general shop supervisor and is responsible for all production within their assigned department which includes: involvement in direct production; production planning; product costing; inventory handling and control; quality control; safety; and supervision.

**KNOWLEDGE & EXPERIENCE**

Bachelor's degree in engineering, manufacturing, business or related field. Two (2) years of proven experience may be substituted for each year of formal education. Must be familiar with purchasing, bidding, manufacturing processes, manufacturing equipment, records management, troubleshooting equipment, and installing equipment.

**SKILLS & ABILITIES**

Ability to plan, organize and support production. Must possess strong interpersonal skills to establish professional relationships with ODC customers/vendors and establish supportive relationships with co-workers and supervisors. Must have strong recordkeeping and math skills. Ability to take directions and provide productive feedback on production issues.

**OTHER QUALIFICATIONS**

Must possess or be willing to obtain CPR and first-aid certifications.

**COMMENTS**

Must accept and actively support the Mission and Vision of ODC and adhere to the professional Code of Ethics by; demonstrating sensitivity, respect and an understanding of the special needs of individuals with disabilities; embracing the cultural diversity of experiences and knowledge among the people we work with; serving as a positive role model in dress, speech and behavior; maintaining consumer confidentiality; and, complying with policies and standards set-forth.

Job descriptions are considered to be classification and recruiting tools and are not intended to limit the assignment of work.

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

1. Coordinate and supervise the manufacturing process including, but not limited to: production lay-out and flow; raw materials; quality control; product delivery; labor analysis; and analyze potential products or contracts for labor, material, production flow and equipment requirements.
2. Recordkeeping, including but not limited to: shipping and receiving, materials management, production schedules, quality control planning and implementation.
3. Management of inventory software program and customer portals.
4. Selects, develops, retains, motivates and organizes the workforce for optimum use of its capabilities.
5. Develop and maintain preventive maintenance programs that are critical in ensuring the process equipment is working to maximum efficiency and safety standards, and available for meeting customer delivery expectations. Establishes regular maintenance schedules for all vehicles and equipment.
6. Fabricate or obtain appropriate fixtures and jigs to maximize consumer participation and insure safe, efficient and cost-effective production.
7. Assure the buildings and grounds are neat, clean and organized in a safe and appropriate manner by establishing building maintenance, repair and renovation priorities with the Vice President of Business Development & Operations.
8. Work with program Team Members to maximize individual rehabilitation through an effective and efficient work process.
9. Provide guidance and assistance with time and motion studies and piece-rating work stations.
10. Participate in the Safety Program by establishing safety procedures and evacuation plans (fire, tornado, etc.); assure semi-monthly safety meetings are conducted by floor supervisors; enforcing safety rules; developing safety awareness on the floor; reporting of unsafe conditions for remedies; and reporting all injuries in a timely manner.
11. Perform other duties as assigned and as changing conditions require, and new opportunities arise.

I have reviewed these job requirements and verify that I can perform all essential functions of this position.

\_\_\_\_\_  
Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date