



Production Manager

Department: Operations – Automatics & Multi Spindle
Reports To: Director of Operations

Classification: Exempt
Last Updated: April 1, 2024

Summary

The Production Manager for the Automatics Department is Cass Precision Machining's leader in this machine set. The Production Manager will have an impact by maintaining high safety and quality standards, managing manufacturing activities to drive efficiencies, and providing strong leadership to the team. This role fosters a results-driven culture that aligns with Cass's core values and is a critical member of Cass's leadership team.

Essential Duties and Responsibilities

This list of duties and responsibilities is not all inclusive and may be expanded as needs change.

1. Safety and Health Environment:

- Enforce safety protocols and conduct regular safety assessments
- Proactively address any health-related concerns to maintain an accident-free work environment

2. Quality and Continuous Improvement:

- Ensure quality parts are consistently produced, with minimal scrap
- Collaborate with Quality team members to perform root cause analysis and implement closed-loop corrective actions when problems occur
- Cultivate a Continuous Improvement mindset with team members to ensure Cass is continuously improving. Actively seek those opportunities.

3. Manage Manufacturing Activities:

- Adhere to the build schedule to consistently meet or exceed production timelines
- Ensure manufacturing activities and team members are well-coordinated to optimize resource utilization and support streamlined processes
- Provide employees adequate training in the processes and methods required to achieve the quality standards expected at Cass
- Achieve production objectives by utilizing system data to drive efficiencies and improvements
- Effectively communicate problems, discuss challenges, and propose solutions to enhance production efficiency
- Communicate and collaborate with peers to ensure seamless flow of parts between production operations.

4. Equipment and Tool Maintenance:

- Oversee the functionality of manufacturing equipment and tools
- Ensure machinery operates efficiently, minimizing downtime and maximizing productivity



5. Team Leadership:

- Lead, mentor, and motivate Automatics team members to achieve individual and collective goals
- Conduct or otherwise participate in performance reviews, and facilitate employee development, including rewards and discipline
- Lead and participate in organizational strategic planning initiatives
- Motivate and maintain productivity of workforce via metrics, including but not limited to: Safety, Quality, Productivity, schedule adherence, on time delivery etc.
- Assist with recruiting of talent: review resumes, conduct interviews of new hires
- Coordinate the on-boarding process for new hires
- Provide input on maintaining and review company policies
- Foster a results-driven culture consistent with Cass's core values and core purpose

Required Qualifications

- Cass Precision Machining is a values-based organization. Living the Cass core values of Caring for Others, Going the Extra Mile, Collaboration, Solving Problems, and Excellence are non-negotiable.
- Appropriate combination of technical education, training, or on-the-job experience
- Minimum of five years of production leadership experience in a manufacturing environment
- General understanding of the machining processes
- Strong leadership skills with the ability to inspire and guide a team
- Ability to multi-task and problem solve in a time sensitive environment
- Excellent communication skills with all levels in the organization
- Ability to read and interpret documents such as safety rules, quality documents, production / job plans, equipment operating and maintenance instructions, technical diagrams, engineered part drawings, tool layout drawings, and procedure manuals.
- Computer skills – MS Office (Word, Excel, Outlook)

Preferred Qualifications

- Advanced knowledge of automatics and acme multi-spindle machinery and tooling
- Enterprise Resource Planning (ERP) Systems experience (Job Boss)
- Ability to apply concepts of basic GD&T