



Shop / Production Manager

Job Description: shop / production manager

Job Purpose: Manufactures products: by compiling production documentation, supervising production department heads, monitoring work flow based on production schedule, submitting daily completion updates to production schedule, maintaining enough inventory of building materials, implementing maintenance of the shop space and tools, Facilitating new hires/fires. Timely and accurate reporting to financial, participating in production tasks on a limited basis

Job Duties:

- Publishing Production Tickets; requesting and coordinating information from pre-production staff, compiling material take-offs for each job.
- submit daily completion updates to production schedule
- Track inventory and request procurement as needed, reconcile completed project for inventory control
- Continually maintain the shop space by upholding 5S program;
- Aid in Design and implementation of shop policies by measuring results against standards; or assisting others in the same.
- Accomplishes manufacturing staff results by enforcing systems, policies, and procedures.
- Maintains staff by aiding in recruiting.
- fostering a spirit of cooperation within and between departments.
- Reviews and approves timecards
- Ensures operation of equipment by calling for repairs; assigning and monitoring maintenance functions. recommending new equipment.
- Provides manufacturing information by answering questions and responding to requests.
- Resolves personnel problems: by investigating issues; identifying solutions; recommending action.
- Maintains professional leadership skills by attending prescribed programs.
- Contributes to team effort by accomplishing related results as needed.