

POSITION DESCRIPTION

JOB TITLE Manufacturing Foreman **DEPT** Manufacturing

LOCATION Mentor, Ohio

Job Purpose / Performance Outputs:

Responsible for all manufacturing activity at the Tyler Boulevard facility, including equipment , material, processes and supervision of personnel
Responsible for the manufacturing of parts, servicing company customers

Essential Functions Performed: (Other functions/tasks may be required besides those listed)

- Responsible for material control and scheduling of all shop orders
- Responsible for all machinery acquisition, operation, repair and maintenance
- Responsible for maintaining competitive / cost-effective manufacturing processes
- Responsible for implementation of the quality control system administered by engineering
- Responsible for quoting all shop orders and / or new business proposals
- Responsible for manufacturing costs and inventory turns of 5 or more
- Designates sources for outside services, like heat treating and grinding

Core Job Competencies (skills, knowledge, abilities) Required:(Others may be required)

- * Knowledge of machining and metal processing, including heat treat and foundry
- * Knowledge of cost accounting and budgeting
- * Blue print reading
- * Basic engineering knowledge
- * Knowledge of QS9000 requirements
- * Communications skills, both verbal and written
- * Planning and Organization skills for both self and others
- * Leadership skills (both one-to-one and team situations - using appropriate interpersonal styles and methods to guide and develop individuals and groups toward goal and task achievement)
- * Safety and environmental management, knowledge and awareness of impacting employee, community and customer health
- * Judgement (ability to provide sound decisions based upon logical assumptions, facts and inputs from others)
- * Decisiveness (readiness to make decisions, take action or commit oneself)
- * Problem-solving skills (ability to identify problems, analyze for cause and develop solutions)

JOB PREREQUISITES (needed upon job entry) Position: Manufacturing Mgr.

Minimum Education Level, Type, Certification :

Two Year Associates Degree in Manufacturing Engineering

Specific Experience - Amount and Type:

7 years minimum experience in a manufacturing environment with diverse machining operations

5 years minimum experience as a line supervisor

1 to 2 years minimum experience in casting, forging and machine repair
