



**Job Title:** Production Manager

**FLSA Status:** Exempt/Salaried

**Revision Date:** April 13, 2024

**Department:** Production/Operations

**Report To:** Site Leader/Director

**Job Summary:** The Production Manager leads the tactical execution of manufacturing plan through collaboration with a team of functional managers, and direct leadership of production supervisors, and team leads. This position is held onsite at both the Guilford, ME location, and the two Pittsfield, ME locations combined. The Production Manager reports to the Site Leader/Director.

**Duties/Responsibilities:**

- Collaborates with the Production Planning Manager to optimize manufacturing plans by identifying opportunities and risks to plan attainment and identifies the appropriate countermeasures to optimize efficiency of labor, materials, and machine utilization.
- Maintains throughput by overseeing manufacturing processes, monitoring production flow, coordinating personnel and material resources, and initiating and fostering a spirit of teamwork within and between departments.
- Establishes staffing plans to support customer requirements.
- Establishes personal growth goals for supervisors and monitors' progress.
- Completes production plan by scheduling and assigning personnel; accomplishes work results by establishing priorities, monitoring progress, revising schedules, resolving problems, and reporting results of the process flow, on shift production report.
- Establishes, maintains, and analyzes key production performance metrics/indicators with the objective of continuously improving production plan adherence, cost, and quality through various continuous improvement methodologies.
- Maintains quality monitoring and enforces organization standards.
- Provides a structured and proactive approach ensuring the highest standards of workplace safety are implemented and maintained.
- Provides manufacturing information to leadership, by compiling, sorting, and reporting production performance data.
- Maintains safe and clean work environment by educating and directing personnel on the use of all control points, equipment, and resources, maintaining compliance with established policies and procedures.
- Resolves personnel issues by analyzing data, investigating, identifying solutions, and recommending action.
- Maintains professional and technical knowledge of production processes and standards.
- Ensures Puritan's Quality management system which aligns to ISO 13485 (Manufacture of Medical Devices) standard operating procedures are followed.
- Works with other Managers to align procedures and share Best Practices and to provide support and expertise as needed or requested.
- Performs other related duties as assigned.

**Key Skills Required:**

- Proven knowledge and experience with various continuous improvement methods including 6S, Lean/Kaizen, Six Sigma process improvement methodologies preferred.
- Knowledge and understanding of ISO 13485 requirements preferred.
- Technical skills in materials and inventory management, production scheduling and preventive maintenance, and procurement.

- Demonstrated success in complex project planning, execution, and dependency management.
- Intermediate computer skills using Microsoft Office Suite.

**Education and Experience:**

- Bachelor's degree or equivalent experience.
- 5 – 10 years' experience supervising and managing in a production environment.

**Physical Requirements:**

- Occasionally lift 50 lbs. and regularly lift to 30lbs, handle tasks involving frequent bending, twisting, lifting, squatting, walking, and standing.
- Must be able and willing to work in a fast-paced environment.
- Prolonged periods sitting at a desk and working on a computer.

**Disclaimer:**

*This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.*

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