



Specification Rubber Products, Inc.

Production Manager Job Description *at Specification Rubber Products*

Position Level: 10 Exempt
Reports to: Manufacturing Manager

General Job Qualifications:

The ideal candidate will have a minimum of five years of experience in manufacturing, preferably in a supervisory or management role, with a strong understanding of plant floor operations and a proven ability to lead, train, and coach teams toward continuous improvement. A degree is required, though equivalent experience may be considered. Experience with JD Edwards EnterpriseOne ERP, rubber processing or manufacturing, and working in a union environment is a plus. Strong leadership and interpersonal skills are essential, along with the ability to create and execute operational plans, manage multiple priorities in a fast-paced environment, and drive success through key performance indicators such as Safety, Efficiency, Quality, and On-Time Shipments. The candidate must be a self-starter and a team player with exceptional organizational skills, practical communication skills, and the ability to influence and motivate others. Proficiency in Microsoft Office, particularly Excel and PowerPoint, is required, along with superior written and verbal communication skills. Success in this role will depend on the ability to effectively manage the shop floor, monitor and report on key activities, celebrate successes, and identify and improve underperforming areas.

Essential Duties and Responsibilities:

- Responsible for the manufacturing shop floor and processes. The conduit for Continuous Improvement activities.
- Lead the manufacturing team comprising of Supervisors, Process Technicians, Leadpersons, and all production personnel across all shifts in all aspects of day-to-day plant production activities, including but not limited to, maintaining a safe and organized work environment, adhering to ISO procedures, coaching, overseeing production reporting and data tracking.
- Consistently and thoroughly manage the CBA, Teammate Policy Manual, ISO and Quality manuals, and other rules governing the production floor and ensure the tracking of teammate attendance and disciplinary actions as needed.
- Monitor production and scrap rates of teammates. Identify when rates are not achieved, determine root causes, and implement corrective actions and improvement plans.
- Post KPIs daily on Visual boards (Safety, Production, Scrap, etc.).
- Monitor manning levels and assist in the evaluation of manning needs/requirements.
- Develop and modify written work instructions as needed.
- Participate in Team activities and work with others across various departments as required.
- Monitor and assist in establishing and maintaining a safe work environment.
- Work with HR and the Union in teammate disagreements and grievances.
- Develop a record system for production departments, allowing teammates to refer to previous operational data to assist in machine set-up and troubleshooting issues.
- Work daily with Quality and assist in ISO and Quality audits, and communicate findings.
- Cover Supervisor absences as needed.
- Develop, conduct, and oversee employee training as required or necessary.
- Create, confirm, and challenge manufacturing standards through time studies and other methods.
- Adhere to all company policies and procedures.
- Other duties as assigned.



*Specification Rubber Products is an Equal
equal employment opportunity in all
Products will not discriminate against any
color, religion, sex, national origin, age, disability, veteran or service member status, marital status, or any other category.*

Specification Rubber Products, Inc.

*Opportunity Employer committed to providing
employment practices. Specification Rubber
applicant for employment because of their race,*