

Production Planning Manager, Fortune 500 company in Danville, IL.

Primary Purpose of Position: Manages the plant production planning and control function as directed.
Essential Functions and Responsibilities:

1. Responsible for maintaining a safe and secure work environment. This includes correcting unsafe acts/conditions, facilitating monthly safety meetings, performing monthly safety inspections, and investigating accidents, as required.
2. Provides administration and supervision of plant production control and planning as directed.
3. Supervises and directs the warehouse/planning and shipping/receiving functions as directed.
4. May supervise and direct the purchasing and stores function as directed.
5. Oversees planning and production scheduling of cans, ends, and plates for entire plant.
6. Schedules production of products as necessary to fulfill customer requirements, meet shipping schedules, and maintain appropriate inventory levels.
7. Provides daily, weekly, monthly, and yearly production, spoilage, sales, and production schedule data.
8. Provides necessary records for raw material and finished goods inventory reporting systems, maintains, manages, reviews, and advises action on inventory reconciliation and resolution of problems. Coordinates and reviews semi-annual inventory.
9. Provides requirements, scheduling, and shipments of scrap and finished goods.
10. Supervises the receipt, storage, and control of raw material for use in production, initiates substitution requests for raw material as needed, and maintains and reviews rough cut capacity planning.
11. Arranges for the ordering and shipment of metal and supplies with group purchasing.
12. Forecasts production, sales, and metal requirements for plant and group office use.
13. Maintains and directs routine material/production review meetings with plant production management personnel.
14. Schedules raw materials for use in production and coordinates with group offices the shipment and in-plant inventories of metal.
15. Assists the group sales function in budget and forecast comparisons.
16. Assists the group sales function in customer inquiries and activities. Maintains and seeks resolution of customer complaints.
17. Coordinates customer releases and orders with outside warehousing and other plants within the group.
18. Assists in procuring transportation for customer and warehouse movement of finished products.
19. Performs periodic review of warehouse control and housekeeping, shipping procedures, and spoilage in warehouse.
20. May assist and advise the plant purchasing function in implementation of central stores reporting system and in seeking competitive pricing of goods and services.
21. Accesses, inputs, and retrieves information from the computer.
22. Establishes and maintains an employee relations climate of trust and confidence that will discourage third party interference; or establishes and maintains an employee relations climate of trust and confidence with employees, their union stewards and representatives which will promote achievement of plant and company goals.
23. Initiates, reviews, masters, and follows all standard operating procedures (SOPs) for area of responsibility.
24. Establishes and maintains effective work relationships within the department, the division, the group, and the company. Includes ability to handle stress and to interact with others so as to establish and maintain a positive and productive work environment and minimize personal conflicts.
25. While the regular working cycle of this position is usually 5 days on (Monday-Friday), this job may include working weekends (Saturday and Sunday), working hours may vary as specified by management. Incumbent must be able to work overtime on a regular basis and/or be on call as directed by management.

26. Performs those administrative activities necessary for effective management, including provision for selection and development of employees, salary administration, budget administration, employee safety, employee counseling, motivation, meeting objectives, planning, organizing, integrating and measuring the work performed within the organization.
27. Regular and predictable attendance is required between the assigned start and end times of work.
28. Assures and maintains safe and healthful working conditions while enforcing safety rules and regulations.
29. Performs duties without posing a direct threat to anyone or to property. Direct threat is defined as a significant risk of substantial harm that cannot be eliminated or reduced to an acceptable level by reasonable accommodation.
30. Ability to work independently within parameters set by management.
31. Communication. Ability to communicate effectively, write effectively, read, comprehend, and follow complicated verbal and written instructions.
32. Ability to meet the knowledge, skills, abilities, physical requirements and working conditions set forth in this position description and on the attached Physical Demands Assessment.
33. Maintains an awareness and complies with hazardous waste management and other environmental management requirements in the workplace by attending scheduled training sessions.
34. Communicates with the emergency coordinator (EC) or Environmental Focal Point/Environmental Manager (EFP/EM) regarding environmental management activities.
35. Understands and responds effectively to EC directions during emergencies by being familiar with emergency procedures, equipment, and systems, as necessary. Implements contingency plan to the level required by the position.
36. Understands, completes, and maintains environmental documentation for which the individual is trained, or as directed by the EC, EFP or EM (i.e., inspections, labeling, record keeping, maintenance of equipment, etc.). Reports to the EC, EFP or EM on the status of assigned responsibilities.
37. Complies with established job safety practices, policies and procedures as specified in plant and corporate directives for the safe performance of the work assignment.
38. Recognizes waste streams and minimizes waste generation, through prudent use of materials, proper disposal and segregation as directed during training or by the EC. Understands and practices proper accumulation and storage requirements for wastes.
39. Complies with environmental regulations when using, dispensing, or handling hazardous and non-hazardous materials and wastes.

Knowledge/Skills/Abilities:

- * Broad training in a related professional field usually acquired through college level education or work related experience.
- * Job related experience for 4 years minimum.
- * Working knowledge of the following areas: company policies, procedures, and products; generally accepted managerial practices and procedures; business principles, legal practices, customer needs and expectations, production control practices and principles.
- * Ability to apply intensive and diversified evaluation, selection, and substantial adaptation and modification of standard production control techniques, procedures, and criteria.
- * Must be able to handle sensitive related and proprietary information in a confidential manner.
- * Performs such individual assignments as management may direct.
- * Must follow company policies, procedures, practices, and standards of conduct as outlined in the corporate manuals.
- * Ability to negotiate with customers/contractors to promote or sell ideas or concepts.
- * Ability to operate and functionally use a computer.
- * Ability to perform basic mathematical calculations.
- * Ability to meet deadlines and to concentrate and pay attention to detail.
- * Ability to analyze and interpret statistical data in order to make recommendations.
- * Must maintain professional competence, ethical integrity, knowledge, and skills.
- * Integrity and Trust. Is seen as a direct, truthful individual; can present the truth in an appropriate and helpful manner; keeps confidences; admits mistakes; does not misrepresent him/herself for personal gain.
- * Customer Focus. Is dedicated to meeting the expectations and requirements of internal and external customers; gets first hand customer information and uses it for improvements in products and services;

acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.

* Functional and Technical Skills. Has the functional and/or technical knowledge and skills to do the job at a high level of accomplishment.

* Problem Solving. Uses rigorous logic and methods to solve difficult problems with effective solutions; probes all sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and does not stop at the first answer.

* Drive for Results. Can be counted on to exceed expectations successfully; is constantly and consistently a good performer; very bottom-line oriented; steadfastly pushes self and others for results.

* Priority Setting. Spends his/her time and the time of others on what is important; quickly zeroes in on the critical few and puts the trivial many aside; can quickly sense what will help or hinder accomplishing a goal; eliminates roadblocks; creates focus.

* Composure. Does not become defensive or irritated when times are tough; is considered mature; can be counted on to hold things together during tough times; can handle stress; is not knocked off balance by the unexpected; does not show frustration when resisted or blocked; is a settling influence in a crisis.

* Informing. Provides the information people need to know to do their jobs and to feel good about being a member of the team, unit, and/or the organization; provides individuals information so that they can make accurate decisions; is timely with information.

* Managing and Measuring Work. Clearly assigns responsibility for tasks and decisions; sets clear objectives and measures; monitors process, progress, and results; designs feedback loops into work.

* Developing Direct Reports. Provides challenging and stretching tasks and assignments; holds frequent development discussions; is aware of each direct report's career goals; constructs compelling development plans and executes them; pushes direct reports to accept developmental moves; will take direct reports who need work; is a people builder.

* Directing Others. Is good at establishing clear directions; distributes the workload appropriately; lays out work in a well-planned and organized manner; maintains two-way dialogue on work and results; manages all people equitably; deals effectively with all races, nationalities, cultures, disabilities, ages and sexes; supports equal and fair treatment and opportunity for all.

If you have interest please send resumes to me at rharris@msstech.com and I will forward to the VP level at this company for review.

Roger Harris, CFPIM, CIRM, C.P.M., PMP, CSCP, CPSM
President, APICS Colorado Chapter