

URBAN EDGE SHADING INC.

JOB DESCRIPTION

Job Title: Plant Manager
Reports To: Vice-President/General Manager
Date: December 10, 2010
Revision: 1

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Job Summary

As UES Plant Manager, you will oversee all material procurement, receiving, manufacturing and shipping aspects of Urban Edge Shading Inc. You may have to work extra hours to meet all required deadlines.

Duties & Responsibilities

- Responsible for all production and material procurement processes at Urban Edge Shading Inc.
- In charge of any outsourcing as well as organization of material supply chain
- Motivate production staff and strive to create a positive, team-oriented working environment
- Conduct regular performance evaluations of production employees and recommend the hiring and termination of production staff to optimize productivity for the benefit of the customers and the company
- Maintain and continually improve the high quality and delivery standards of UES products
- Meet all just-in-time delivery requirements and general deadlines.
- Maintain and support receiving inspection, in-process inspection and final inspection of all UES products and services as per the ISO 9000 quality system
- Responsible for the overall training of UES staff members according to official training guidelines
- Plan the daily, weekly and monthly production capacities required to meet all customer deadlines.
- Monitor inventory levels and organize/supervise regular physical stock-takings.
- Assist the purchasing department with information for the timely procurement of components, extrusions and fabrics
- Ensure that all relevant Health and Safety rules and regulations are adhered to by everyone in the UES plant
- Responsible for the security of the building.
- Responsible for keeping the plant clean, organized and efficient
- Organize and prepare weekly production meetings
- Make sure that the production staff is equipped with the proper tools and material.



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Authority

The plant manager can:

- Give directions to the production and material procurement staff.
- Authorized purchases within company guidelines
- Approve vacation time of staff under his supervision.
- Approve/request overtime hours.
- Approve requisition of small production material and tools.
- Approve/request training of the production staff according to the official training guidelines.

Skills Necessary

- Degree in Mechanical Engineering or equivalent post-secondary education
- Sound technical knowledge in the areas of manufacturing, production planning, plant layout and staffing
- Strong communication and people skills
- Able to lead and motivate staff
- Solid knowledge of quality assurance processes (ISO-9001:2000/8)
- Good computer knowledge in MS Office programs (Word, Excel, PPT, Outlook) as well as design software such as SolidWorks

Education Required

Degree in Mechanical Engineering, Tool/Die Maker or equivalent post-secondary education



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