

MAHLE Filter Systems North America, Inc.
Job Description

Job Title: **Manager and Head of Production**
Department: **Production**
Reports To: **Plant Manager**

SUMMARY

The Manager and Head of Production is responsible for managing production activities as well as achieving production targets in quality, productivity, efficiency, capacity, safety, cost control, 5S, staff development and customer service. This position also directs teams to effectively manage respective departments while ensuring compliance with all applicable local, state, federal requirements and the Company's policies and procedures. The Manager and Head of Production is a member of the Plant Management Team, which develops and implements the organization's short-term and long-term strategic plan.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Manages and leads teams in all direct and indirect production processes required to produce and deliver a variety of finished products.
- Talent management including mentoring, coaching, and developing lower level management and conducting performance reviews.
- Develops, maintains, and reports production-related information regarding efficiencies and labor utilization.
- Over sees operations to ensure that waste and production costs are minimized while maintaining safety and quality standards.
- Monitors manpower requirements to ensure that production quotas are met.
- Approves and ensures adherence to production schedules.
- A change agent for safety and 5S on the production floor.
- Executing production schedule set by the planners and collaborating with Engineering to solve process related problems.
- Developing Lean Manufacturing techniques to increase productivity, throughput and customer satisfaction.
- Ability to lead Kaizen projects.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This position supervises the Production Supervisors.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- Bachelor's Degree in Mechanical, Industrial Engineering, Business Management, Operations Management, or related discipline from a four-year college or university.
- 10+ years of experience in a manufacturing environment.
- Proven & effective facilitation, leadership, mentoring, and training skills.
- Ability to provide decisive leadership and team facilitation in the face of adversity - define tasks clearly, identify and coordinate resources, and execute a go-forward plan.
- Ability to define goals, metrics, and levels of success for internal/external customers.
- Proven planning abilities, including successful execution of such plans.
- Proven execution of change management within an organization.
- Knowledgeable of duties and responsibilities in accordance with health and safety legislation in Tennessee (OSHA/TOSHA).
- Working knowledge of ISO14001, TS16949.

LANGUAGE SKILLS

Must be fluent in English. Able to write routine reports and correspondence. Able to communicate effectively with peers, managers, and directors, and to present to groups of customers or employees of the organization. Values and considers the perspectives and backgrounds of all parties.

MATHEMATICAL SKILLS

Ability to apply advanced mathematics as typically taught during a four-year college or university course.

REASONING ABILITY

Ability to deal with problems involving several concrete or abstract variables in standard and nonstandard situations. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret and explain policies and procedures.

OTHER SKILLS AND ABILITIES

- Must be able to read, analyze and interpret common scientific and technical journals, financial reports and government regulations.
- Must be able to respond to common inquiries from customers, regulatory agencies, or members of the business community.
- Excellent presentation skills with ability to present information to top management, public groups, and/or board of directors.
- Ability to prepare oral and written reports that conform to prescribed style and format.
- Strong interpersonal skills to build and maintain positive, productive, problem-solving and high performance work teams. Ability to communicate effectively and to direct work of others.

- SAP knowledge preferred but not required.
- Advanced skills in Microsoft Office applications.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, regularly required to stoop, kneel, sit, stand, bend, reach, climb, and move about the facility. Required to frequently lift up to 30 lbs.

Specific vision abilities required by this job include close vision, distance vision, depth perception, peripheral vision and ability to adjust focus.

WORK ENVIRONMENT

The environment will vary in this position based on assignments. When working in the office environment, noise is generally minimal.

The environment in manufacturing plants and testing labs are often loud, hot, and with particulates in the air. Working environment may contain potentially hazardous materials such as acids, solvents, oils, and common etchants. In such environments, adherence to PPE regulations is required.

OVERTIME

Employees must be able to work additional hours and/or additional days during the payroll week, which can and will be in excess of forty (40) hours per payroll week. This includes off shifts and weekends.

TRAVEL

Domestic/international travel with/without overnight stay may be required.