JOB DESCRIPTION

| **TITLE** | PLANT MANAGER  |
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| **Reports To**  | (Insert Position) |

**Job Purpose**

The Plant Manager oversees all operations within a manufacturing establishment or a production department at [organization name]. This role includes planning, organizing, directing, controlling, and evaluating the manufacturing processes under the guidance of (Insert Position) or the (Insert Position).

The Plant Manager will ensure that production targets are met efficiently using materials, labour, and equipment while maintaining high-quality standards and optimal use of resources.

**Duties and Responsibilities**

Overall Responsibilities:

* Develop and implement comprehensive plans for material, labour, and equipment usage to meet production targets.
* Establish and manage the departmental budget to ensure cost-effectiveness and resource optimization.
* Formulate production schedules and maintain an inventory of raw materials and finished products to meet demand without overstocking.
* Plan and execute changes to machinery, equipment, production systems, and work methods to enhance operational efficiency.
* Oversee the quality control inspection system and develop production reporting procedures to maintain high-quality standards.
* Develop equipment maintenance schedules and recommend machine replacements when necessary.
* Hire, supervise, and train employees on new equipment usage or production techniques, ensuring a skilled workforce.
* Perform additional duties as needed.

**Qualifications**

* Completion of a college or university program in engineering, business administration, or a related field is required
* XX years of supervisory experience in a manufacturing facility is required
* Proven knowledge of provincial/federal safety standards and regulations
* Proven knowledge of inventory and inventory controls
* Proficiency in the use of [INSERT SOFTWARE/SYSTEM TYPE e.g., project management software, scheduling software]

**Core Competencies**

* Excellent written and verbal communication skills
* Strong leadership ability to encourage and manage the team
* Capable of inventive problem-solving and process improvement
* A keen eye for detail
* Strong process analysis, inefficiency identification, and solution implementation
* Ability to adjust to shifting production demands and challenges while maintaining composure and description-making quality
* Ability to collaborate with teammates and other departments and make individual judgments as needed
* A thirst for knowledge and interpersonal skills to communicate throughout the workplace

**Working Conditions**

* This position is set indoors
* Standard schedule: [INSERT SCHEDULE e.g. 8 AM to 5 PM, Mondays to Fridays]
* Working days frequently consist of early starts, late finishes, weekends, and shift work
* May require overtime or working long hours
* May be required to lift heavy objects up to Xkg
* May involve exposure to extreme temperatures
* May involve standing for long periods
* Some travel may be required