



DIRECTOR OF OPERATIONS

Reports To: President

Revision Date: 07/16/2021

Status: Full Time/Salary

Department: Operations

Position Overview:

The Director of Operations will oversee the day-to-day activities of the corporation, ensuring that the organization is managed and performing efficiently and effectively.

Job Functions and Qualifications:

Supervisory Responsibilities:

- Organizes and oversees the work and schedules of departmental managers, working directly with Scheduling.
- Conducts performance evaluations that are timely and constructive, working directly with HR.
- Manages fabrication departments at 360, working closely with 360 Machine Shop and 405 Fabrication.

Duties/Responsibilities:

- Establishes quantitative and qualitative metrics, guidelines, and standards by which the company's efficiency and effectiveness can be evaluated; identifies opportunities for improvement.
- Implements policies and procedures that will improve day-to-day operations.
- Oversees manufacturing, ensuring goals set by departmental and company leadership are being reached.
- Plans, directs, controls, implements, evaluates, monitors, and forecasts budgets and cost of sales in respective divisions to achieve operational objectives.
- Communicates and explains new directives, policies, or procedures to managers; for major changes, meets with entire operations staff to explain changes, answer questions, and maintain morale.
- Leads coordination and integration of efforts among operations, engineering, technology, and customer service divisions to produce smoother workflow and more cost-effective business processes.
- Projects a positive image of the organization to employees, customers, industry, and community.
- Performs other related duties, as required.

Abilities:

- Thorough understanding of practices, theories, and policies involved in business and finance.
- Superior verbal and written communication and interpersonal skills.
- Superior managerial and diplomacy skills.
- Extremely proficient in Microsoft Office Suite or related software. Including JobBoss System.
- Excellent organizational skills and attention to detail.
- Excellent analytical, decision-making, and problem-solving skills.

Essential Functions:

- Must be able to work in a shop floor environment, able to sit, stand, balance, stoop, kneel, walk and use fingers to feel objects, tools and controls.
- Occasional lifting of up to 40 pounds
- Hours for position are dictated by the workload and at times require more than a typical 40-hour work week.
- Some travel may be required.

Education/Experience:

- Previous experience mechanical/electrical/hydraulic experience is required.
- Manufacturing experience required.
- Bachelor's Degree in Business Administration or equivalent.
- 10 + years of related experience.

Compensation:

- This is a full-time, performance-based position; wages are commensurate with skills and experience.
- Medical, vision, dental, life insurance, short term disability, 401K and profit-sharing plans are available upon completion of 60 days of employment.

Employee Signature of Understanding: _____

Today's Date: _____ **| Position Start Date (HR ONLY):** _____