

Klocke of America, Inc.

Job Description Form

Division/Department:

Location: Production

Job title: Plant Manager

Reports to: VP & General Manager

Level/Grade:

Type of position:

Hours ___/week

- Full-time
- Part-time
- Contractor
- Intern

- Exempt
- Nonexempt

Position Summary:

The Plant Manager supervises and directs manufacturing personnel and processes. This position works cross-functionally, with multiple departments to ensure production is run efficiently; providing quality product that is produced on-time and in accordance with company/customer requirements. The Plant Manager ensures a safe work environment, compliance to regulatory requirements, and that quality standards are met while adhering to company policies and procedures. Additionally, the Plant Manager provides recommendations for continuous improvement opportunities in manufacturing/packaging effectiveness.

Essential Duties and Responsibilities: *(include the following. Other duties may be assigned).*

- Oversees the KOA plants including building and equipment maintenance.
- Oversees production process and enhances daily production performance ensuring customer requirements and delivery dates are met.
- Effectively lead/manage cross functional teams with hands-on approach when needed.
- Create an environment that is customer and quality focused.
- Create and enforce adherence to the production schedule.
- Ensure production is run cost effectively.
- Determine required resources including staffing and equipment.
- Maintain and exceed quality standards.
- Monitor and supervise production processes and adjust as needed.
- Maintain/troubleshoot equipment, resolve issues, and handle maintenance work.
- Coordinate preventative and immediate maintenance required for operational equipment.
- Troubleshoot new/existing packaging problems involving design, materials, and processes providing cost effective solutions to issues.
- Create team environment among different departments.
- Work with managers to comply with the company's policies, procedures, and goals.
- Assist in the development of packaging, process flow and materials.
- Oversee line trials in support of project implementation and report findings/results.
- Assist in development of test plans and product sampling to ensure packaging exceeds customer specifications. Initiate testing and analyzes results.
- Support transition, qualification and validation of new packaging from concept to production.
- Ensure health/safety guidelines are followed.
- Enforce adherence to regulations including FDA, EPA, GMP's, Safety, etc.
- Manage and motivate a team of hourly and supervisory workers.
- Facilitate development of employee skills, identify training needs, and organize job training to achieve production goals.
- Assist in recruitment, performance evaluation, retention, and termination of production staff.

- Other duties and projects as assigned.

Qualification Requirements: *(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).*

- BS in Engineering discipline (Mechanical, Electrical, Packaging, Industrial), or other related engineering degree. Additional business degree a plus.
- 7-10 years' experience in consumer products industry managing production, warehousing, and maintenance experience a plus.
- Proven management skills; demonstrated ability to implement changes across multiple functional areas.
- Knowledge of filling, dosing, packaging, and automation of liquid filling lines a plus.
- Folding carton structural design, thermoformed packaging, and packettes a plus.
- Ability to identify, analyze and solve operating/packaging issues supported by root cause analysis and sound technical justification.
- Ability to work with sense of urgency; identifying and overcoming obstacles.
- Strong verbal and written communication skills with ability to interact with various internal/external groups.
- Knowledge of FDA, OSHA, cGMP a plus.
- Proficiency in MS Office.
- Knowledge of Syspro, SAP, or similar software a plus.

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 essential functions).*

Work Environment: *(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions).*

INTENT AND FUNCTION OF JOB DESCRIPTIONS

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities and requirements delineated be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardship on the organization.

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law