



**WELDING**

**POSITION GUIDELINE**

POSITION: **Production Manager**

DEPARTMENT: Production

REPORTS TO: Chief Operating Officer (COO)

DATE PREPARED: November 7, 2019

**BRIEF DESCRIPTION OF RESPONSIBILITIES**

- Ensure all work is performed in accordance with the Saskatchewan Occupational Health and Safety Act and Regulations, JNE Welding safe work policies, practices, guidelines and job procedures.
- Responsible for establishing and managing the production flow of the Company. Part of this responsibility includes helping determine manpower, equipment, shop, and yard space requirements. Identify project(s) constraint and establish priorities while constructing build plan and schedules for timely project completion. Monitor and adjust schedules to ensure project critical path remains on track.
- Resolve scheduling conflicts by leading collaborative discussion of all stakeholders on the conflict and communicate the changes. Understand and communicate why the changes are necessary.
- Lead scheduling/planning meetings.
- Promote and manage Velocity Scheduling System (VSS).
- Create work plans with breakdowns to facilitate the creation of material pick lists as required to maintain timely delivery of materials to all shops.
- Develop and monitor productivity metrics for production.
- Create target times for the production floor based on understanding of planning and sequencing of fabrication activities.
- Provide scheduling objectives to all stakeholders.
- Maintain appropriate confidentiality of Company, employee, customer and supplier information.
- Other duties as assigned.

*We will provide the resources and the framework for our employees to do whatever it takes to get the job done. Each employee is expected to act within the scope of this guideline but also be flexible in the performance of his or her duties in the JNE environment.*

**DESIRED QUALIFICATIONS**

- 10 years of fabrication or industrial construction and welding experience
- 5 years of supervision and/or leadership experience
- Strong interpersonal and communication skills (both written and verbal) are critical
- Highly competent in reading drawings and translating them to manufacturing solutions
- Ability to effectively prioritize in a very busy environment
- Strong computer skills (Excel, Word, and scheduling software)
- Mech. Tech. or CAD/CAM Diploma would be considered an asset
- Prior ASME code (fabrication) experience is an asset
- Demonstrated excellent problem-solving skills
- Analytical, critical, and strategic thinking skills
- Must be flexible and adaptable to ever-changing environment
- Must be highly motivated and self-directed
- Experience in construction management would be an asset

EMPLOYEE ACKNOWLEDGEMENT:

DATE:

APPROVED BY:

DATE:



WELDING