

Job Identification

Job Title: Operations Manager
Division: Bailey Metal Processing Limited
Department: Operations
Reports to: President
Revision Date: **July 4, 2022**

Job Purpose Summary

As a member of the senior management team, the Operations Manager is responsible for planning, organizing and directing all manufacturing, maintenance and warehouse activities in pursuance of business goals determined by the annual plan of Operations. The applicant will develop policies and procedures designed to improve safety, increase productivity, assure quality, reduce downtime and mitigate production discrepancies. To this end, the Operations Manager will improve processes with the objective of reducing overall costs and enhancing customer satisfaction, through strong leadership and decision-making skills. while maintaining employee safety.

Responsibilities and Accountabilities

The responsibilities and accountabilities of the position include but are not limited to the following:

Management

- Oversees the activities and provides leadership for production, shipping, warehouse and maintenance departments, developing and directing initiatives.
- Develops operating procedures and optimizes the use of infrastructure to support the growth targeted in the strategic plan.
- Primary liaison between plant operations and the sales team.
- Lead daily scheduling huddles, safety chats, shift meetings, and co-lead plant quality meetings.
- Reporting of all operations related business metrics and in-plant charting boards.
- Oversee all maintenance activities and ensure effective preventive maintenance of equipment and machinery.
- Evaluates and recommends changes to policies or procedures.
- Develops and implements strategies meant to assist the business in meeting its critical goals and objectives.

Operations and Production

- Determine optimum manufacturing processes and raw material usage.
- Manage the receiving, handling, distribution, and storage of all freight, product, and supplies that come in and out of warehouse.
- Implement and monitor performance metrics for plant, warehouse and shipping associates.
- Work with the Procurement department, manage the truck and equipment fleet, freight contracts and rates, and external freight suppliers.

- Manage plant, machine and building maintenance by planning regular inspections, prioritizing work, overseeing the PM program and work order systems and, managing the maintenance budget.
- Identify areas for waste reduction, implement improvement initiatives and monitor progress.
- Implement optimal flow layouts to improve productivity.
- Manage woodshop and supplies for skids; including inventory and ordering of materials.
- Improve production standards through cycle time reduction and removal of non-value-added activities
- Create and maintain production and warehouse documentation.
- Participate and lead large scale improvement projects and initiatives as required.
- Following transition period assume responsibility for all slitting production.

Finance

- Preparation and adherence to annual and as required budgets and operating plans in accordance with overall company budgets and operating plan preparation cycles.
- Responsible for controlling all plant expenditures/inventory and accountable for monthly spending.
- Provide cost analysis as required by senior management.
- Utilize financial data to improve efficiency and recommends effective strategies for the financial well-being of BMP.

Human Resources & Health and Safety

- Fosters a positive employee relations climate, which encourages buy-in, teamwork and full participation by employees across the organization.
- Administer staffing, performance management and training (including cross-training to ensure process flow) and development activities in accordance with company human resources policy and procedures.
- Support and adhere to all company health and safety policies, programs and procedures by communicating and promoting health and safety awareness to all employees.
- Ensure all Occupational Health and Safety legislative requirements are being met.
- Monitor and evaluate employee performance on the shop floor.
- Conduct safety chats on the shop floor and in crew meetings.
- Participate in accident investigation program, operator start-up inspections and hazard identification programs.
- Assist in training line workers in problem-solving techniques and on-the-spot production troubleshooting.
- Monitor accident frequency and history and analysis injury data to target areas for improvement.
- Perform regular workplace inspections, both scheduled and unscheduled. Ensuring that both the plant and yard are organized and tidy.
- Ensure lifting devices have received proper certification and inspections; including forklifts, cranes, dock leveler, gantry cranes, C-hooks, and chains.
- Ensure ongoing compliance with local, national, and international standards and legislation.

Lean

- Reduce Downtime resulting from set-ups/coil-changes: Re-engineer standard industry set-up and coil-changeover practices using LEAN SMED (quick changeover) methods in a steel slitting environment.
- Introduce 5S Housekeeping on all lines: Make effective use of 5S practices to improve production line cleanliness, organization, safety and space optimization.
- Streamline Plant processes (receiving, slitting, packaging, warehousing and shipping) by removing non-value-added steps to improve process throughput and minimize handling steps.
- Kanban Inventory System: Analyze consumable supply use and set the Kanban frequency. Organize the workspace areas (using 5S) and train all teams within the Kanban system.
- Complete project management for the scheduled capital improvements approved in budget. This includes sourcing, negotiating price and terms, implementation planning and execution, and operator training).
- Bailey Products and Processing cost reductions: Analyze coil sizes and packaging requirements to reduce cost, streamline handling and improve overall Slitting and Rollforming efficiencies.
- Identify and implement work measures to improve work methods, products, productivity, safety, and quality of products. Monitor KPI and measures for record keeping accuracy.
- Conduct and document regular monthly communications and continuous improvement meetings to discuss, review and implement continuous improvement ideas and root cause elimination of process problems and bottlenecks.

Other

- Maintain a high standard of professional knowledge, ethics and practices when dealing with customers, suppliers, peers, subordinates, supervisors and other key stakeholders of the company.
- Conduct oneself in a professional manner that reflects integrity and respect towards customers, suppliers, peers, subordinates, supervisors and other key stakeholders of the company.
- Other responsibilities and accountabilities as assigned by the Corporate Operations/Engineering Manager.

Working Conditions

- Some travel may be required.
- Ability to attend and conduct presentations.
- Overtime as required.

Qualifications

- Bachelor’s degree in business management or another related field.
- 10 years of supervisory experience
- Previous experience leading a team in industrial manufacturing
- Familiarity with Lean manufacturing principles
- Knowledge of materials management, purchasing, and quality systems is required.
- Strong background in workplace safety leadership
- Organized and process driven
- Driving accountability and execution