

Department: Operations**FLSA Status:** Exempt**Reports to:** President, CEO**Date:** December 2018**POSITION SUMMARY:**

The General Manager is responsible for the profit and loss of a Company location, and it is responsible for the overall management and coordination of production, sales, and administration functions of their facility.

Works under general direction of a President or VP; relies on extensive experience and judgment to plan and accomplish goals; a wide degree of creativity and latitude is required. Leads and directs the work of others.

ESSENTIAL FUNCTIONS:

The duties identified below are the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- Conduct activities in a safe manner, follow corporate safety guidelines and requirements, use personal protective equipment and proactively address any unsafe conditions observed. Maintain housekeeping and safety compliance, inspection ready at all times
- Demonstrate a strong sense of business acumen to understand how manufacturing operations impact overall Company success.
- Staffs, develops and coaches the operations, production and administrative management team. Evaluates performance and initiates corrective action as required.
- Ensures that all plant assets are properly managed and safeguarded.
- Develops operating budgets and capital expenditure recommendations.
- Evaluates plant's performance to budget. Plans and initiates corrective action as required.
- Develops and/or approves production objectives, goals and operating long and short-range plans.
- Responsible for operations process improvement to include controls, process-mapping, engineering, etc.
- Leads the operation's new product development initiatives.
- Responsible for operating within established inventory parameters.
- Responsible for product costing and burden accuracy.
- Develops and/or approves specific operating policies and procedures as required.
- Ensures that operation complies with all applicable laws, rules and regulations and all Company policies and procedures.
- Participates as an active member of the plant Safety Committee and ensures that plant operations are consistent with Company and OSHA policies, practices and procedures
- Prepares various regular and special reports as required.
- Performs other duties as required.

- Support and participate in continuous improvement efforts to include Kaizen, 5S, TPM and other continuous improvement efforts, as required of this position. This includes activities to this specific position/department, as well as company-wide initiatives.
- Other assignments as made by management

QUALIFICATIONS:

To perform this position successfully, an individual must demonstrate regular, predictable attendance and be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge and skill required. The individual must be able to successfully pass background checks

Teamwork: Can work in group or alone; oriented towards the good of the whole. Contain ability to build rapport and good working relationship with co-workers

EDUCATION/CERTIFICATION/LICENSURE:

- Bachelor's Degree in related field required

EXPERIENCE REQUIRED:

- 7+ years of progressive management and leadership in the manufacturing industry. Preference for the forestry and lumber industry
- Process improvement methodology (Lean, Six Sigma, etc.)
- Demonstrated financial acumen and business awareness to contribute as a team member at the leadership level

KNOWLEDGE AND SKILLS REQUIRED:

- Problem solving and analytical skills
- Organizational ability
- Effective time management
- Effective verbal and written communication skills
- Ability to travel (air/land) as required of position

PHYSICAL REQUIREMENTS:

To accomplish the essential functions of the position, one must be physically able to operate or work with computers, calculators, reference books, computer software applications, phones and other standard office equipment. The physical activities of the position include talking, reaching, grasping, light lifting, bending, squatting, and other repetitive motions.

WORKING CONDITIONS:

- Work is considered sedentary and performed mainly in a pleasant office environment with rare exposure to environmental factors
- Minimal safety hazards with general office working conditions

INTENT AND FUNCTION OF POSITION DESCRIPTIONS

This position description is intended to cover the most significant aspects of the position. There may be additional responsibilities assigned beyond those stated in this position description. The company reserves the right to modify the role, responsibilities, requirements and position status as compliance regulations or business needs dictate.

Position descriptions assist the company in assuring the hiring process is administered fairly and qualified candidates are selected. They are essential to effective performance management and compensation systems.

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 team member or others or which would impose undue hardship on the company. Position descriptions are not intended as and do not create employment contracts. The company maintains its status as an at-will employer and employment separations can occur for any reason not prohibited by law.

EMPLOYEE ACKNOWLEDGEMENT

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee printed name

Employee Signature

Date