

## JOB DESCRIPTION

**Position:** Coatings Services Business Unit (CSBU) Production Manager  
**Department:** Coatings Services Operations  
**Reports To:** Sr. Director of Operations, Coatings Services  
**Status:** Salaried  
**Level:** Exempt  
**Date:** 2-15-18 Rev4

### **POSITION SUMMARY:**

The Production Manager will report to the Sr. Director of Operations and support all efforts to exceed objectives set forth for medical device coating services manufacturing operation. Oversee daily production in CSBU as required in accordance with current Good Manufacturing Practices, SOP's, ISO requirements, foreign regulatory influences and OSHA standards. Developing validation protocols and performing process validations. Responsible for cultivating a positive culture, mentoring direct reports, and driving results of the coating services manufacturing area.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Manage, coach, and develop a team of Associates
- Oversee production processes; plan and organize production schedules
- Assess project and resource requirements
- Estimate, negotiate, and agree to timelines with internal key customers
- Ensure quality control standards are maintained; meet health and safety regulations
- Develops and executes required validations in line with regulatory standards to include equipment, process and product validations.
- Responsible for the transfer of processes from Technical Services Organization
- Partner with R&D, Quality and Engineering to ensure that the transition of equipment, systems and processes to acceptance.
- Renegotiate timescales or schedules as necessary
- Organize the calibration, repair and routine maintenance of production equipment
- Serve as liaison with buyers, marketing, and sales
- Oversee and organize relevant training and cross training sessions for team
- Monitor, collect and report all essential key performance indicators
- Monitor raw, component, and consumable material inventories and production inventories
- Prepare standard operating procedures or specifications when necessary
- Interface with customers, suppliers, auditors, and agencies, when necessary
- Manage Continuous Improvement program using various Lean 6S techniques
- Manage the writing and follow-up of CAPAs
- Ensure manufacturing performance, volume, and quality goals are met by utilizing efficient methods and maintaining appropriate staffing levels
- Participates in new product / technology development teams and supports the Operations activities as part of an overall project team.
- Develop and deploy a lean/6S program across the CSBU



### **QUALIFICATIONS & REQUIREMENTS:**

- Bachelor's Degree required in engineering, manufacturing field of study
- 6S Green or Black Belt Certification a plus
- 3 – 5 Experience planning, scheduling, and managing a production area
- 3 – 5 Minimum experience in Regulated industry. Medical Device experience highly preferred.
- Demonstrated experience in writing and execution of IQ, OQ and PQ, PV protocols for GMP operation Systems and Software.
- 3-5 years of experience managing and developing people
- An analytics approach to problem solving.
- Is creative, continually learning and exploring new ideas.
- A self-starter that applies their own initiative in most situations.
- A good team player, who works well in a small team environment, must be able to work effectively with peers in other departments.
- A good communicator who can easily convey their ideas and requirements across all levels in the organization.
- Ability to lead a diverse manufacturing team
- Strong communication, organizational, and managerial skills
- Project Management Experience
- Microsoft Dynamics ERP Experience a plus
- Proficiency with Microsoft Office applications (Word, Excel, Project, PowerPoint, etc.).

### **PHYSICAL REQUIREMENTS:**

- Must be able to lift up to 40 lbs.
- Bending, stooping, and occasional twisting
- Manufacturing and warehouse area exposure

### **Disclaimer**

This job description is not intended to be construed as an exhaustive list of responsibilities, duties, or skills required for the position. This position may be changed or assume additional duties at any time. The employee may be requested to perform different or additional duties as assigned.