



## Company Overview

Precision machining is Talon’s heritage and core strength. Talon’s skilled and dedicated employees deliver the most complex, extreme tolerance, and superior surface finish components at unsurpassed quality levels. Joining the team at Talon means working with dedicated, highly skilled employees that drive continuous improvement and ensure we deliver superior results to our customers. If you like to be involved, learn new skills, and share your expertise with others, we want you on our Team!!

<b>Job Title</b>	<i>Production Manager – Machine Shop</i>
<b>Reports To</b>	<i>VP of Operations</i>

## Job Purpose

Direct the day-to-day manufacturing of the clean room, clean line, weld and shipping areas. Interface and collaborate with other departments to maintain an environment based on world-class manufacturing and distribution standards that maximizes the return on investment on physical capital and human capital assets.

## Duties and Responsibilities

- Develop strategic initiatives to maximize the performance of the operations division in the areas of safety, quality, delivery performance, and continuous improvement including cost containment/reduction.
- Manage operations activities to maintain a balance in providing excellent service to our customers, maintaining minimum inventory levels to meet expected demand, improving product quality, and reducing product costs.
- Research, design, and implement production practices in collaboration with operations team members consistent with Lean principles.
- Assist with budget capital requirements and operations expenses for the division based on short and long-term corporate goals. Estimate the costs and capital requirements needed to meet forecasted production requirements.
- Develop department goals for the post machining areas in collaboration with production supervisors. Develop policies, procedures, and processes to create a work environment that promotes efficient, high-performing teams.
- Execute operations activities in collaboration with the Purchasing, Materials Management, Quality, and Engineering shared service departments. Maintain positive relationships with each department and utilize their capabilities to meet operations goals.
- Continuously improve machine efficiency, process effectiveness, and product quality in collaboration with area supervisors, Quality, and Engineering.
- Collaborate with Human Resources in the development, administration, and enforcement of corporate policies and procedures. Oversee that Operations personnel comply with ethics, safety, discrimination, harassment, and other policies.
- Coach, mentor, and develop direct reports; ensure that they understand current short and long-term corporate goals support Operations objectives, and demonstrate Company values in their work.
- Recommend, propose, and implement plans to improve plant facilities and equipment. Implement changes to address safety issues, increase equipment efficiency, reduce machine maintenance, and improve the look of facility grounds.

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- Determine the labor required to meet current manufacturing activities in partnership with Operations Supervisors and leads. Participate in the selection and recruiting process when filling open positions as appropriate.
- Actively promote safety and safe working habits in accordance with company, state, and federal guidelines.
- Perform functions typically associated with managing and leading others, including performance management, recruitment and selection, and compensation and policy administration.
- Promote the company and its objectives, programs, and achievements to employees and the public at all times.
- Represent the organization in a professional manner consistent the Company's values at corporate events.
- Perform other duties and complete special projects as assigned.
- Develop and implement strategies that effectively meet Corporate objectives and Operations goals
- Compliance with federal, state, local, and company requirements
- No safety incidents or violations
- Consistent delivery performance provided to the customer
- Creation of high-performing operations teams with minimal levels of conflict
- Positive work environment
- Model and promote corporate vision and values
- Cross functional communication and knowledge sharing
- Coaching, mentoring, and developing others

### Qualifications

- Bachelor's degree in Operations Management, Engineering, or a related field, or 10 yrs. of progressive experience
- 5-10 years of related manufacturing experience
- Hands-on experience in lean operations

### Desired Qualifications

- Strong knowledge in the Machining industry, specifically in working with Stainless steel metals
- Strong knowledge of Clean Room operations
- Strong knowledge of Lean Manufacturing concepts and principals
- ISO 9000 administration

### Key Competencies

- Leading through vision and values
- Strategic planning and decision-making
- Building strategic working relationships
- Oral and written communication skills
- Cultural awareness
- Professional attitude and demeanor
- Business acumen
- Ability to collaborate and function in a team environment

### Working Conditions

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Work is performed in both office and factory settings. While performing the duties of this job the employee is routinely exposed to mechanical machines and parts. The noise level in the work environment is usually moderate however; ear protections may be required in certain areas. The production area is climate controlled, bright, and clean.

**Physical Requirements**

- Sitting - Frequently
- Bending and twisting - Occasionally
- Lifting 1 - 10 lbs. - Occasionally
- Lifting up to 25 lbs. - Occasionally
- Lifting up to 50 lbs. - Rarely
- Use of close vision (Computer) - Frequently
- Use of hands/fingers (Typing) - Occasionally

**Direct Reports**

Full Management responsibility of Manufacturing of the Machine Shop .

Talon Innovations provides equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, Talon Innovations will provide reasonable accommodations for qualified individuals with disabilities.

<b>Approved by:</b>	
<b>Date approved:</b>	
<b>Reviewed:</b>	