



Republic Plastics

Position Title: Operations Manager
Department: Operations
Reports to: COO
FLSA Status: Salaried
Revision Date: 1/12/15

Position Summary:

The Operations Manager directs and manages all plant operations and has overall responsibility for production, maintenance, warehousing and engineering at their facility while continuously enhancing and improving the capabilities of employees and equipment. The person in this position is ultimately responsible for ensuring that the company safely and efficiently produces the highest quality products at the lowest achievable price. The Operations Manager is responsible for developing, implementing and complying with all human resource, safety, quality and housekeeping policies and procedures. The person in this position is also responsible for meeting and exceeding the Company's financial goals and production objectives, and to continuously improve the Company's people and processes.

Responsibilities:

To perform this job successfully, this individual must be able to perform each job duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The Operations Manager's essential job duties include, but are not limited to, the following:

- Responsible for overseeing and managing all plant operations 24 hours a day, seven days a week, including but not limited to:
 - All Maintenance Operations – Preventative, Predictive & Catastrophic/Emergency
 - All Engineering Operations – Internal & External
 - All Contractor Activities related to projects– Skilled & Non-Skilled
 - All Internal Warehousing Operations
 - All Capital Projects
 - All Expense Projects
 - All Training Activities
- Analyze workforce requirements and maintain staffing levels necessary to meet production goals and needs, including the hiring and firing of full time associates and approving the assignment of temporary associates to plant.
- Develop the leadership and management skills of plant leadership team consisting of Production, Technical, Warehouse, and Administrative Supervisors. Direct and coordinate the activities of plant leadership team as well as all other salaried Associates.
- Oversee the supervision of all full time and temporary Associates by communicating job expectations; planning, monitoring, and appraising job results; coaching, counseling, and disciplining employees; initiating, coordinating, and enforcing systems, policies, and procedures.
- Assist in the development of all safety policies and procedures. Observe, follow and model such policies and procedures at all times.
- Develop, implement, and manage processes and procedures to allow supervisors to maintain work flow to monitor process steps; set processing variables; observe



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- control points and equipment; monitor personnel and resources; study methods; facilitate corrections to malfunctions within process control points.
- Develop, implement, and manage overall plant production plan. Oversee supervisors efforts to implement production plan through scheduling and assigning personnel; accomplishing work results; establishing priorities; monitoring progress; revising schedules; resolving problems; reporting results of the processing flow on shift production reports.
 - Advise Executive Management of operations performance and activities.
 - Develop annual operations expense plan & tracking.
 - Develop annual labor development plan & tracking.
 - Develop annual operations capital plan & tracking.
 - Develop annual calendar of planned production outage.
 - Develop plant startup plan.
 - Has initial expense authority of \$1000 and capital authority of \$5000 .
 - Sets and meets deadlines and goals, relates effectively within diverse work group, and efficiently manages multiple functions of the operations.
 - Ensures that established policies, rules and regulations, and procedures are implemented and followed. Seeks to maintain consistency with other shifts and other RP facilities.
 - Ensures that all quality procedures are completed, including testing, on the production of finished goods and foam.
 - Ensures all end of shift documents and processes are completed and signed off on. Takes corrective actions and implements training to correct.
 - Develop, implement, follow and enforce safety and sanitation regulations.
 - Develop, implement, follow and enforce company policies and procedures.
 - Will be reviewed and held accountable on a quarterly basis on a number of goals and objectives, including, but not limited to:
 - Safety – Incident Rate, Loss Workday Rate, etc.
 - Quality – Product Quality, Reliability, etc.
 - Productivity – Gross & Net Output, Downtime, Labor Efficiency, Material Efficiency, etc.
 - Employee morale and development, hiring and firing, overtime, absenteeism
 - Capital & Expense Control
 - Continuous Improvement Process – Safety, Quality, Productivity, & Costs
 - Customer Satisfaction
 - Process Development
 - Implement, follow and enforce safety and sanitation regulations.
 - Implement, follow and enforce company policies and procedures.
 - Ensure that all Associates receive demonstrations and training on equipment operations and safety procedures.
 - Read and analyze charts, work orders, production schedules, and other records and reports to determine production requirements and to evaluate current production estimates and outputs.
 - Manage raw material inventories.
 - Purchase necessary supplies and inventory items for the plant.
 - Develop and execute the plant manufacturing budgets to meet and/or exceed plant spending limits and goals.
 - Manage, direct, and coordinate all full-time and temporary associates engaged in the production or processing of goods, the maintenance of plant equipment and



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- facilities, and warehouse operations.
- Works with other team members to complete tasks and achieve department goals.
 - Follow instructions and directions provided by the COO and/or other members of corporate management.
 - Follow and comply with all company rules and directives.
 - Attend work as scheduled, including 40 or more hours per week and weekends and evenings as required. Must also be able to also effectively respond to issues related to a 24-hour/7 days a week operation.
 - All other tasks and duties as assigned.

This list of job duties is not all-encompassing. The Operations Manager will be expected to perform all other duties that will be assigned as necessary.

Required Physical and Mental Abilities

The physical and mental abilities described here are representative of those that must be met by an associate to successfully perform the essential functions of the Operations Manager position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *General Physical Requirements* – The ability to stand, walk, hear, and smell. The ability to use hands to finger, handle, or feel and reach with hands and arms. The associate is occasionally required to sit, climb or balance; and stoop, kneel, crouch or crawl.
- *Lifting* – The ability to occasionally lift and or move up to 10 pounds, frequently lift and or move up to 25 pounds, and occasionally lift and or move up to 50 pounds.
- *Vision and Hearing* – Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. In addition, good hearing is required.
- *Manual Dexterity* – The ability to quickly move your hand, your hand together with your arm or your two hands to grasp, manipulate, or assemble objects.
- *Multi-limb Coordination* – The ability to coordinate two or more limbs (for example, two arms, two legs, or one arm and one leg) while sitting, standing, or lying down. It does not involve performing the activities while the whole body is in motion.
- *Active Listening* - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- *Trunk Strength* - The ability to use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without 'giving out' or fatiguing.
- *Near Vision* - The ability to see details at close range (within a few feet of the observer).
- *Speech Recognition* - The ability to identify and understand the speech of another person.
- *Speech Clarity* - The ability to speak clearly so others can understand you.
- *Selective Attention* – The ability to concentrate on a task over a period of time without being distracted.
- *Problem Sensitivity* – The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem only recognizing that there is a problem.



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- *Language Skills* – Must be able to read and comprehend simple instructions, short correspondence, and memos in English as required for work and business related purposes. Must also be able to write and communicate in English in simple correspondence and to effectively present information in one-on-one and small group situations to other associates as required for work-related tasks. Must also be able to understand and converse in English during emergencies and circumstances or situations where associates must be able to communicate to ensure the safety of themselves, other associates, and/or company property.
- *Coordination* - Adjusting actions in relation to others' actions.
- *Speaking* - Talking to others to convey information effectively.
- *Learning Strategies* - Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- *Monitoring* - Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- *Reading Comprehension* - Understanding written sentences and paragraphs in work related documents.
- *Social Perceptiveness* - Being aware of others' reactions and understanding why they react as they do.
- *Monitoring* - Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- *Time Management* - Managing one's own time and the time of others. Must have the ability to manage multiple, competing priorities and projects.
- *Management of Personnel Resources* - Motivating, developing, communicating and directing Associates as they work, identifying the best Associate for the job.
- *Instructing* - Teaching others how to do something.
- *Positive Attitude* - A mental attitude that interprets situations and events as being best or optimized.

Supervisory Responsibilities

Works in a team environment led and directed by the President and COO and/or other members of corporate management. Responsible for supervising, and/or overseeing the supervision of, all full time and temporary associates in facility.

Required Education, Experience, and other Qualifications:

A Bachelor's Degree in Engineering or a related technical field plus 5 years of experience, including progressive experience in key leadership/management roles, in production/maintenance/engineering a manufacturing environment.

Experience in Plastics Thermoforming is preferred.

Other required qualifications:

- Demonstrated leadership skills and abilities
- Excellent communication skills up and down organizational structure
- Strong planning, organizational and follow up skills
- Excellent people and process management skills
- Capable of travel during the week and over weekends as needed. Must also maintain a valid driver's license and automobile insurance



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Computer Skills:

Must possess intermediate level computer knowledge, including, but not limited to, the ability to generate and edit word processing documents and spreadsheet reports.

Language Skills:

The ability to draft, read and comprehend high level correspondence in English as well as communicate orally and in writing in English at a collegiate level. The ability to effectively present information in one on one and group situations to customers, vendors and Associates of The Company.

Mathematical Skills:

The ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations, and understand and employ the fundamentals of plane and solid geometry and trigonometry.

Reasoning Ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions. The Associate must have the ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Certificates, Licenses, Registrations:

Plastics processing or other certifications and/or licenses should be submitted.

Work Environment:

The work environment characteristics described here are representative of those an Associate encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the Associate is regularly exposed to moving mechanical parts. The Associate is occasionally exposed to high, precarious places; fumes or airborne particles; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate. The Associate will be exposed to high-pressure operating systems, including water, air, molten plastics and butane. The Associate will be exposed to temperatures and atmospheric conditions typical of a manufacturing environment, including excessively warm or cold temperatures.

Comments:

This is not an all-encompassing list, and other duties will be assigned as required. This position is a key position in the self-directed - teamwork driven production environment of Republic Plastics. An individual in the Operations Manager position will have to be dedicated, responsible, highly motivated, safety and quality conscience, and driven to exceed productivity and cost targets. The associate bonus program is driven by safety, quality, and productivity; in that order of priority.

Company Core Values:

Within our manufacturing organization and in adherence to our corporate values, we will treat each other and anyone who enters our facility with the utmost respect and dignity. All Associates are expected to endeavor to excel at, and hold each other to the following values in everything we do.

Safety – a commitment from each of us to follow rules and guidelines to ensure freedom from the occurrence or risk of injury, danger, or loss.



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Teamwork - each of us doing our part to support the overall goal, which is to increase the profitability of the company and its associates.

Accountability - the willingness to accept responsibility for one's actions.

Positive Attitude - a state of mind in relationship to our work environment and accomplishing our goals.

Quality/Excellence - the nature by which each of our products, service and interaction can be identified as good or worthy.

Integrity/Honesty - adhering to a high set of ethical standards, the unimpaired state of continual improvement personally and professionally.

Commitment - pledging oneself to the cause or goal