



Job Description

Job Title: General Manager
Department: (029) Administration
Location: (72) Insteel Wire Products, Hazle Township, PA
Reports To: Director of Manufacturing
FLSA Status: Exempt

SUMMARY

Directs and coordinates activities of frontline supervisors to ensure production, quality, safety, and continuous improvement objectives are met. Works daily to ensure his/her areas of responsibility are working at risk lowered to ALARA (As Low as Reasonably Achievable) specifically in an effort to achieve ZERO HARM so no injuries, illness or negative impact occurs to employees, property, the environment or the community.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Carries out responsibilities in accordance with the organization's policies and applicable laws.

Other duties may be assigned.

Manages all aspects of plant manufacturing from raw materials to finished product. Ensures safety, quality and productivity are attained utilizing continuous improvement and empowerment processes. (40%)

Manages financial objectives by accurately compiling manufacturing and maintenance budgets, scheduling expenditures, analyzing spending variances and controlling cost; initiates corrective actions when indicated. (20%)

Maintains close partnership with product manager or national sales manager to ensure production and sales objectives are compatible and directed toward Business Unit Plan/Forecast and maximizing Business Unit Profitability. (20%)

At the plant, oversees engineering, maintenance, capital expenditures, product development and continuous improvement processes. Evaluates present equipment and processes for improvement opportunities and investigates new equipment and new processes for higher quality, increased performance and lower operating cost. (20%)

In all decisions and evaluations, Zero Harm attributes and processes are used.

SUPERVISORY RESPONSIBILITIES

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Manages 4-5 supervisors who supervise a total of 35-45 employees in the facility. Responsible for the overall direction, coordination and evaluation of these units. Also directly supervises one non-supervisory employee. Responsibilities include interviewing, hiring and training employees; planning,

assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE The education requirements and experience requirement listed here indicate the minimum basic educational knowledge and the time required by a normal qualified person to perform the job duties of the position.

Education:

Extensive professional, technical or administrative training (Bachelor's Degree); broad knowledge of a general technical field such as Business Administration, Industrial Management, or Industrial Engineering; with a working knowledge of computers and software including Microsoft Office Suite, Word, Excel and Access.

Experience:

A minimum of 7 years work-related experience is required. An equivalent combination of education and work-related experience may be acceptable.

COMPLEXITY OF DUTIES

Work on highly technical or involved projects, presenting new and constantly changing problems. Duties require outstanding judgment, initiative and ability to deal with complex factors not easily evaluated and to make decisions based on conclusions for which there is little precedent.

CONFIDENTIAL DATA

Full and complete access to reports, records, plans and programs of the manufacturing facility, where utmost integrity is required to safeguard the company's competitive position.

CERTIFICATES, LICENSES, REGISTRATIONS

None

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform 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 employee is regularly required to sit; use hands to finger, handle, feel or grasp; and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and twist from a sitting or standing position. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

EQUIPMENT USED

While performing the duties of this job, the employee is frequently required to use a calculator, and routine office equipment such as telephone, fax, copier, printer, etc. The employee is occasionally required to use vehicles/heavy equipment such as a forklift and overhead crane; production machinery;

testing devices such as tensile and torsion tester; and measuring devices such as micrometer, tape measure, and weighing scales; and a computer.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee is responsible for minimizing accidents within the facility and for following established safety policies and procedures during performance of this job.

While performing the duties of this job the employee is usually in office conditions; but may occasionally be exposed to wet and/or humid conditions (non-weather); moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; cold (non-weather); heat (non-weather); risk of electrical shock; explosives; and vibration. The noise level in the work environment is occasionally very loud.

REQUIRED PROTECTIVE CLOTHING/DEVICES

While performing the duties of this job, the employee is occasionally required to wear earplugs, safety shoes, and safety glasses/goggles.