

Revised: 2/8/24

<p style="text-align: center;"><b>M. A. FORD MANUFACTURING COMPANY, INC.</b> <b>Job Description</b></p>
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**Job Title: Assistant Plant Manager / Vero Beach Dept: Manufacturing**

**Status: Exempt**

**JOB PURPOSE AND REPORTING STRUCTURE:** Under the direction of the Vero Beach Plant Manager, the Assistant Plant Manager is responsible for directing and coordinating activities of Vero Beach Production and Quality. The person must have a high level of understanding of all plant operations including production, quality, staff management and development, budget management, and profitability.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- A.** Coordinate activities with the Plant Manager to meet specific goals and objectives in a timely, cost-effective manner.
- B.** Coordinate with the Plant Manager to monitor overall plant performance for production and quality goals on a daily/weekly/monthly basis to ensure goals are achieved.
- C.** Provide Plant Supervision in absence of the Plant Manager. Provide supervision and training to the supervisory team to support them in meeting the company goals and objectives.
- D.** Work with the Plant Manager to ensure that the supervisory team is maintaining compliance with ISO standards throughout the facility.
- E.** Perform Daily Balancing on the ERP system to review/correct shop floor employee punches in the ERP system.
- F.** Update delivery dates on the ERP system to reflect current delivery status to finished goods. Close orders if needed.
- G.** Work with Production and Quality teams to communicate delivery dates on expedite requests.
- H.** Assist in recommending product as rework or reject as required.
- I.** Accurately document the results of inspections, calibrations and testing.

- J.** Assist the Plant Manager in preparing the facility for ISO certification audits through communication and testing.
- K.** Participate in the construction and/or revision of ISO processes for the plant.
- L.** Maintain the corrective/preventive action program for the plant. Open and assign actions based on performance trends. Track status of open actions and conduct follow ups.
- M.** Assist in the audit of existing and new ISO procedures for compliance based on ISO requirements and audit history.
- N.** Monitor equipment and instrumentation of inspection equipment to ensure proper orientation and calibration.
- O.** As required, provide Human Resources support under the direction of the Plant Manager and/or the company Human Resources Manager.
- P.** Work with the Vero Beach Maintenance Manager under the direction of the Plant Manager to ensure machines are kept operational and that plant maintenance projects are completed to schedule. Ensure preventive maintenance is performed as scheduled.

**NON-ESSENTIAL DUTIES:**

- A.** Purchase supplies and maintaining appropriate tooling inventory for the plant.
- B.** Work on overseeing overall Plant projects if needed.

**SUPERVISORY RESPONSIBILITIES:**

- A.** Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- B.** Responsibilities include interviewing, hiring, and overseeing that employees are trained properly; planning, assigning, and directing work; appraising performance; rewarding, coaching and counseling employees.

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

- A. A bachelor's degree from an accredited four-year university or college, or, five years plant/general management experience in a manufacturing environment.
- B. Experience in production of cutting tools is preferred.

**LANGUAGE SKILLS:**

- A. Ability to read, analyze and interpret many forms of business documents including financial and technical documents.

**MATHEMATICAL SKILLS:** Basic accounting and math skills, to include as example, percentages and profits margins.

**REASONING ABILITY:**

- A. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- B. Ability to deal with problems involving several concrete variables in standardized situations

**OTHER SKILLS AND ABILITIES:**

- A. Requires the ability to frequently use computer, keyboard and phone and occasionally to use hand tools.

**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.

- A. While performing the duties of this job, the employee is consistently required to talk or hear, frequently required to sit.
- B. Occasionally required to stand, walk, use hands to finger, handle or touch, reach above shoulders, climb or balance and to stoop, kneel, crouch or crawl.
- C. The person may occasionally be required to lift 50 lbs while receiving carbide or material from suppliers or when issuing material for orders.

- D. The specific vision ability required is the ability to adjust focus, i.e., to adjust the eye to bring an object into sharp focus.

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

- A. While performing duties of this job, the employee is occasionally required to work near moving mechanical parts and come in contact with fumes or airborne particles.
- B. The employee may occasionally be required to travel for the company.
- C. The noise level in the work environment is usually moderate (office) to loud (shop).
- D. Safety glasses are the protective equipment required when the employee is in the shop.

MANAGEMENT APPROVAL \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE ACKNOWLEDGEMENT \_\_\_\_\_ DATE: \_\_\_\_\_

The above statements reflect the general details necessary to describe the principle functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation.