

Job Title: Production Manager
Position Status: Permanent/Full Time
Department: Operations
Supervision Received: Senior Vice President, Operations
Supervision Exercised: Senior Production Leads, Production Leads
Location: Mountain Iron, Minnesota [in person]

PRIMARY FUNCTIONS

A.	Production Planning and Processing	50%
B.	Leadership	20%
C.	Training, Development and Continuous Improvement	20%
D.	Other Duties as Assigned	10%
TOTAL		100%

Reporting to the Senior Vice President of Operations, the Production Manager will oversee the production of solar modules at our Mountain Iron facility. The Production Manager will be responsible for managing all aspects of the production process for both lines (line 1 and line 2), including working closely with the Quality Department to ensure all quality standards are met, with Manufacturing Engineering and Maintenance to ensure fast response to identified machine concerns, with Supply Chain to ensure projected plans are met and work together to resolve identified concerns and work to create a safe and healthy work environment. The production manager will be a strong leader, have a keen eye for detail and have a passion for continuous improvement.

RESPONSIBILITIES

A. Production Planning and Processing (50%)

- Execute production schedules to meet customer demands and delivery timelines
- Allocate resources effectively to ensure smooth production flow
- Coordinate with all departments to align production plans with overall business goals
- Enforce quality control standards to ensure the production of high-quality modules
- Continuously evaluate and improve production process together with Manufacturing Engineering to enhance efficiently and minimize waste
- Identify areas of concern and implement strategies for smoother operations
- Collaborate with Supply Chain to ensure a steady supply of materials to prevent material shortages
- Prioritize and enforce safety protocols to maintain a safe working environment for all employees
- Ensure proper standard operating procedures are in place and remain up to date with changes

B. Leadership (20%)

- Foster an environment of employee engagement by embracing culture that encourages teamwork, cooperation and continuous improvement
- Supervise, mentor, and lead the production team
- Set performance goals, provide regular feedback and support professional development
- Serve as liaison between various departments
- Communicate production progress, potential delays, and relevant information to stakeholders
- Set key performance indicators (KPI's) to measure safety/quality/production performance and employee productivity
- Analyze data and trends to identify areas for improvement
- Prepare plans to improve and perform follow up collaborating with Quality, Manufacturing and Industrial Engineering

C. Training, Development, and Continuous Improvement (20%)

- Lead and participate in continuous improvement projects to reduce rejects, optimize process and enhance overall efficiency
- Stay informed about industry trends and best practices to drive innovation
- Lead and participate in continuous improvement initiatives to streamline processes, reduce waste, and enhance overall production efficiency
- Identify experts to become trainers, training gaps and seek solutions, working closely with the training department for support
- Work with the Leads to identify future Supervisors and Leads and establish program for future leaders

D. Other Duties as Assigned (10%)

- Perform other duties as assigned by SVP of Operations or delegate.

Minimum Qualifications:

Bachelor's degree in manufacturing, Engineering, Business Management, or related field, at least eight years in a manufacturing environment, and progressive management experience (at least four years) or an equivalent combination of education, skills, training, and experience.

- Proven experience in production management
- Must be able to write reports and business correspondence and effectively present information to management
- Demonstrated ability to drive production-wide projects, safety initiatives and improve financial performance
- Excellent leadership and team management skills
- Effective communication and interpersonal skills
- Excellent problem-solving and decision-making skills
- Knowledge of quality control practices and process for improvement methodologies
- Continuous improvement experience, LEAN, Six Sigma or Theory of Constraints training/experience considered an asset
- Experience in solar and/or clean energy considered an asset
- Strong understanding of Microsoft 365
- Must have a valid passport and ability to travel internationally

- Must have valid driver's licence and reliable transportation
- Must complete record check and drug screening prior to employment