

Manufacturing Process Management

Supervises employees who change the characteristics of materials by chemical means or perform the following functions working with materials: heating/cooling, bonding, laminating, plating, etching, engraving, production painting, silk screening, molding plastics, glass working, chemical processing, compounding, formulating, batching and mixing.

	Level 1	Level 2	Level 3	Level 4
	Supervisor, Manufacturing Process	Associate Manager, Manufacturing Process	Manager, Manufacturing Process	Sr. Manager, Manufacturing Process
Management Role	Accomplishes tasks mainly through direct supervision of non-exempt and entry-level exempt employees.	Accomplishes results through lower level subordinate supervisors or through experienced exempt employees who exercise significant latitude and independence in their assignments.	Accomplishes results through subordinate supervisors or exempt specialist employees.	Generally accomplishes results through lower management levels.
Policy and Strategy	Directs daily operations of work area.	Administers and executes policies, processes and procedures that affect subordinate employees and the workflow of the work area.	Interprets and administers policies, processes and procedures that may affect sections and subordinate work areas.	Establishes operating policies and procedures that affect departments and subordinate sections and work area. Interprets company-wide policies and procedures. Develops budgets, schedules and performance standards.
Freedom to Act	Assignments are largely established in accordance with schedules and deliverables. Work is reviewed for accuracy and completeness.	Assignments are task or activity oriented. Work is reviewed for soundness of judgment and overall quality and efficiency.	Assignments are defined in terms of activities and objectives. Work is reviewed upon completion for adequacy in meeting objectives.	Assignments are objective oriented. Work is reviewed in terms of meeting the organization's objectives and timelines.
Impact	Decisions have a direct impact on work unit operations. Erroneous decisions or recommendations or failure to achieve results might cause delays in schedules.	Decisions impact work area operations. Erroneous decisions or recommendations or failure to achieve results might cause delays in schedules and require the allocation of more people and financial resources.	Decisions have an impact on work processes and outcomes. Erroneous decisions or recommendations or failure to complete assignments normally result in serious delays and considerable expenditure of additional time, human resources and funds.	Decisions have an extended impact on work processes and outcomes. Erroneous decisions result in critical delays and modifications to projects or operations; cause substantial expenditure of additional time, human resources and funds; and jeopardize future business activity.
Liaison	Interacts daily with subordinates and/or peers within similar and/or related functions primarily for the purpose of presenting and exchanging information.	Interacts internally primarily with subordinates and other supervisors. External interaction is typically with suppliers, vendors and/or customers. Primary purpose of liaison is information sharing and basic problem resolution.	Interacts frequently with internal personnel and outside representatives at various levels. Participates and presents at meetings with internal and external representatives. Interaction typically concerns resolution of operational and scheduling issues.	Interacts frequently with internal and external management and senior-level customer representatives concerning projects, operational decisions, scheduling requirements and/or contractual clarifications. Leads briefings and technical meetings for internal and external representatives.

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	Supervisor, Manufacturing Process	Associate Manager, Manufacturing Process	Manager, Manufacturing Process	Sr. Manager, Manufacturing Process
Operations Involvement/Direct Work Involvement	Sets objectives and standards of performance and monitors daily for all employees in his/her department. Maintains schedules and delivery promises according to the Master Schedule. Assists on bids using historical data and experience. Ensures proper documentation is in use on production floor at all times, and technicians are buying off S/O's. Meets all company, safety, environmental and housekeeping guidelines. Participates in the training and development of employees. Initiates and follows up on all personnel activities to include performance reviews and counseling. Interfaces with Mfg. Engineering, Quality Control, Production Control, Supply Chain, Human Resources, Stores and other support groups to solve production problems. Maintains accurate floor inventory. Controls scrap and excess material to acceptable levels. Ensures all personnel comply with safety and security regulations as set forth by company policies. Enters data for all employees' timecards and maintains attendance data. Responsible for continuous process improvement. Participate in and promote "Lean thinking." Other duties as specified by authorized company representatives.	Sets objectives and standards of performance and monitors daily for all employees in his/her department. Maintains schedules and delivery promises according to the Master Schedule. Assists on bids using historical data and experience. Ensures proper documentation is in use on production floor at all times, and technicians are buying off S/O's. Meets all company, safety, environmental and housekeeping guidelines. Participates in the training and development of employees. Initiates and follows up on all personnel activities to include performance reviews and counseling. Interfaces with Mfg. Engineering, Quality Control, Production Control, Supply Chain, Human Resources, Stores and other support groups to solve production problems. Maintains accurate floor inventory. Controls scrap and excess material to acceptable levels. Ensures all personnel comply with safety and security regulations as set forth by company policies. Enters data for all employees' timecards and maintains attendance data. Responsible for continuous process improvement. Participate in and promote "Lean thinking." Other duties as specified by authorized company representatives.	Sets objectives and standards of performance and monitors daily for all employees in his/her department. Maintains schedules and delivery promises according to the Master Schedule. Assists on bids using historical data and experience. Ensures proper documentation is in use on production floor at all times, and technicians are buying off S/O's. Meets all company, safety, environmental and housekeeping guidelines. Participates in the training and development of employees. Initiates and follows up on all personnel activities to include performance reviews and counseling. Interfaces with Mfg. Engineering, Quality Control, Production Control, Supply Chain, Human Resources, Stores and other support groups to solve production problems. Maintains accurate floor inventory. Controls scrap and excess material to acceptable levels. Ensures all personnel comply with safety and security regulations as set forth by company policies. Enters data for all employees' timecards and maintains attendance data. Responsible for continuous process improvement. Participate in and promote "Lean thinking." Other duties as specified by authorized company representatives.	Sets objectives and standards of performance and monitors daily for all employees in his/her department. Maintains schedules and delivery promises according to the Master Schedule. Assists on bids using historical data and experience. Ensures proper documentation is in use on production floor at all times, and technicians are buying off S/O's. Meets all company, safety, environmental and housekeeping guidelines. Participates in the training and development of employees. Initiates and follows up on all personnel activities to include performance reviews and counseling. Interfaces with Mfg. Engineering, Quality Control, Production Control, Supply Chain, Human Resources, Stores and other support groups to solve production problems. Maintains accurate floor inventory. Controls scrap and excess material to acceptable levels. Ensures all personnel comply with safety and security regulations as set forth by company policies. Enters data for all employees' timecards and maintains attendance data. Responsible for continuous process improvement. Participate in and promote "Lean thinking." Other duties as specified by authorized company representatives.
Minimum Education and Experience	Minimum of 3 years lead or supervisory experience in an advanced composite manufacturing setting. Must be experienced in the use of production documents, processes, and equipment. Strong written and verbal communication skills required. Adaptive interpersonal skills necessary to deal with diverse personalities and situations. Must demonstrate good people skills with fellow employees. Proficiency in MS Excel and Word is required. Use of ERP/MRP systems a plus. May require DoD SECRET eligibility.	Minimum of 4 years lead or supervisory experience in an advanced composite manufacturing setting. Must be experienced in the use of production documents, processes and equipment. Strong written and verbal communication skills required. Adaptive interpersonal skills necessary to deal with diverse personalities and situations. Must demonstrate good people skills with fellow employees. Proficiency in MS Excel and Word is required. Use of ERP/MRP systems a plus. May require DoD SECRET eligibility.	Minimum of 5 years lead or supervisory experience in an advanced composite manufacturing setting. Must be experienced in the use of production documents, processes and equipment. Strong written and verbal communication skills required. Adaptive interpersonal skills necessary to deal with diverse personalities and situations. Must demonstrate good people skills with fellow employees. Proficiency in MS Excel and Word is required. Use of ERP/MRP systems a plus. May require DoD SECRET eligibility.	Minimum of 6 years lead or supervisory experience in an advanced composite manufacturing setting. Must be experienced in the use of production documents, processes and equipment. Strong written and verbal communication skills required. Adaptive interpersonal skills necessary to deal with diverse personalities and situations. Must demonstrate good people skills with fellow employees. Proficiency in MS Excel and Word is required. Use of ERP/MRP systems a plus. May require DoD SECRET eligibility.