

Manufacturing Scheduler Production Planner: Manufacturing Scheduler and Production Planner III

MANUFACTURING SCHEDULER: Plans and prepares production schedules for manufacture of industrial or commercial products. Establishes sequence and lead time of each operation to meet shipping dates. Determines daily production schedules based on engineering plans, production specifications, plant capacity, availability of parts and manpower requirements. Readjusts schedules according to production progress, change orders or other delaying conditions. Coordinates with department supervisors to determine status of assigned projects. **PRODUCTION PLANNER:** Plans sequence of fabrication, assembly, installation and other manufacturing operations relating to specific portion of the product for guidance of production workers. Plans detail operations from blueprints, engineering orders, change notices and other engineering releases. Determines the need for tooling and makes recommendations for the design and planning of required tools. Prepares shop work orders for materials and product processing and coordinates with schedulers to ensure that items are being processed according to specifications and time requirements. Maintains progress reports, schedules and other related records.

Knowledge

Considerable knowledge of the job. Complete acquaintance with, and understanding of, the general and detailed aspects of the job and their practical applications to problems and situations ordinarily encountered.

Supervision Received

Limited supervision. No instructions needed on routine work and general instructions given on new lines of work or special assignments.

Consequence of Errors

Errors may be difficult to detect and would normally result in loss of customer business, material or equipment to resolve.

Contacts

Contacts are frequent with individuals representing other departments and/or representing outside organizations. Contacts involve obtaining or providing information or data on matters of moderate importance to the function of the department or which may be of sensitive nature.

Work Products (Examples may include but are not limited to)

Determine project schedule dates for all parts and assemblies after breaking down assembly prints and compiling component part totals. Prepare production release packages (work orders blueprints) for in-house fabrication and assembly. Prepare releases to shipping department, authorizing work to proceed, indicating quantities, completion dates and manufacturing sequence. Set up, maintain and utilize necessary control records, ensuring proper and logical sequential manufacturing operations. Must be computer literate for this function. Prepare critical line and program shortage reports and through purchasing department, expedite manufacturing and procurement of material. May, while administering production projects, enlist and coordinate support activities among the functions of Production, Design and Test Engineering, Quality Assurance and the Contracts Department Representatives. May confer with customer/vendor representatives as well as Manufacturing Department Supervisors. Responsible for the implementation of engineering design changes and assuring the manufacture and delivery of the proper project configuration. Responsible for scheduling production utilizing manpower/machine load profile reports.

Minimum Education and Experience

Two years of college in Manufacturing Technology or Business Administration. 10 years of experience; six years of directly related experience in production and/or material planning, scheduling, dispatching in a manufacturing environment. Requires the ability to read drawings and indented Bills of Materials.