

# Manufacturing Scheduler Production Planner: Sr. Manufacturing Scheduler and Production Planner

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**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**

Extensive knowledge in specialized functions. A wide and comprehensive acquaintance with, and understanding of, both general and specific aspects of the job and their practical application to complex problems and situations ordinarily encountered.

## **Supervision Received**

Minimal supervision. Work may be done without established procedures.

## **Consequence of Errors**

Errors are very difficult to detect and would normally require significant expenditures to resolve.

## **Contacts**

Contacts are frequent with individuals representing outside organizations and/or individuals of significant importance within the company. Contacts involve planning and preparation of the communications, require skill, tact, persuasion and/or negotiation to accomplish the objectives of the communication.

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

Establish production schedules for manufacturing involving multiple programs, diversified parts, assemblies or tooling to conform to requirement of the master production schedule and allocate to the proper work center. Manage the release of orders to production. Monitor material inventories, track progress of production and review factors that affect schedules. Analyze and determine all material requirements utilizing both M.R.P. and manual procedures. The material requirements are dictated by the Master Production schedule (M.P.S.). Ensure requisitions are created for material requirements with all pertinent information for approval and for purchase of goods to support M.P.S. Represent Material Control for Eng Change Board (E.C.N.) and make decisions based on impact to M.P.S. and material impact. Coordinate Receiving, Stores, and Shipping personnel based Materials and Customer requirements. Review and maintain product integrity by incorporating E.C.N. and B.O.M. changes. Expedite materials and production in order to insure delivery commitments. Oversee the plan materials and production schedules as dictated by M.R.P. computer system. Act as Operations representative for all Software Implementation, Training and System Support. Training of ERP software to Manufacturing personnel, I.E. Labor Input (Bar Code), Routing of product etc. Conduct quarterly Cycle Counts and report to Materials Dept Manager. Support control procedure implementation for shop floor and office supplies expenditures. Understand Process and Procedures of support departments; i.e., Doc Control, Eng, Q.A.

## **Minimum Education and Experience**

Two years of college in Manufacturing Technology or Business Administration. 12 years of experience: 10 years of directly related experience in production and/or material planning, scheduling, dispatching in a manufacturing environment. Requires the ability to read complex drawings and indented Bills of Materials.