

Manufacturing Scheduler Production Planner

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.

	Level 1	Level 2	Level 3	Level 4
	Manufacturing Scheduler and Production Planner I	Manufacturing Scheduler and Production Planner II	Manufacturing Scheduler and Production Planner III	Sr. Manufacturing Scheduler and Production Planner
Knowledge	Little or no knowledge of the job. Moderate understanding of general job aspects and some understanding of the detailed aspects of the job.	Full knowledge of the job. Substantial acquaintance with, and understanding of, general aspects of the job with a broad understanding of the detailed aspects of the job.	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.	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	Close supervision involving detailed instructions and constant checking on work performance.	General supervision and instructions given for routine work and detailed instructions given for new activities or special assignments.	Limited supervision. No instructions needed on routine work and general instructions given on new lines of work or special assignments.	Minimal supervision. Work may be done without established procedures.
Consequence of Errors	Errors can be easily and quickly detected within the immediate work unit and would result only in minor disruption or expense to correct.	Errors may be detected and corrected but may cause moderate loss of time or customer/user dissatisfaction.	Errors may be difficult to detect and would normally result in loss of customer business, material or equipment to resolve.	Errors are very difficult to detect and would normally require significant expenditures to resolve.
Contacts	Contacts are primarily within immediate work unit. Contacts involve obtaining or providing information requiring little explanation or interpretation.	Contacts are typically with individuals within own department and occasionally with contacts outside own organization. Contacts involve obtaining or providing information or data requiring some explanation or interpretation.	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.	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.

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

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Minimum Education and Experience	High school graduate or equivalent. 2 years of college and 0-6 years of experience. Production flow knowledge is required (Work Orders, Drawings, Specifications, Expediting, etc.). Production Control knowledge is required. Must be familiar with Personal Computer software (Word, Excel, etc.). Shipping, Receiving and inventory experience is helpful. Must be able to work well with others. Must be able to communicate with all levels of the organization. Must be able to work in cold environments for extended periods of time and be able to lift 25 to 50 pounds frequently.	H.S. diploma is required. 2 years of college and 6+ years of experience. Minimum of three years experience in a production environment required. Experience with computer based system required. Must possess good communication skills both written & verbal and be able to communicate well with all levels of the organization. Must be familiar with manufacturing process flow such as work orders, drawings, specifications and expediting. Must possess strong computer skills with working knowledge of MS Word, MS Excel & ERP/MRP system software. Must be able to work in cold environments for extended periods of time, lift 25-50 lbs. frequently, walk, stand and/or climb ladders on a regular basis. Knowledge of Lean Manufacturing practices such as Kaizen and Kanban.	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.	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.