

Manufacturing Scheduler: Manufacturing Scheduler I

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.

Knowledge

Little or no knowledge of the job. Moderate understanding of general job aspects and some understanding of the detailed aspects of the job.

Supervision Received

Close supervision involving detailed instructions and constant checking on work performance.

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.

Contacts

Contacts are primarily within immediate work unit. Contacts involve obtaining or providing information requiring little explanation or interpretation.

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.

Minimum Education and Experience

High school graduate or equivalent. 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 lbs. frequently.