

Manufacturing Scheduler: Manufacturing Scheduler II

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

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.

Supervision Received

General supervision and instructions given for routine work and detailed instructions given for new activities or special assignments.

Consequence of Errors

Errors may be detected and corrected but may cause moderate loss of time or customer/user dissatisfaction.

Contacts

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.

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. 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

High school diploma is required. Minimum of three years experience in a production environment required. Experience with computer based system required. Must possess good communication skills both written and 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 Word, Excel and ERP/MRP system software. Must be able to work in cold environments for extended periods of time, lift 25 to 50 lbs. frequently, walk, stand and/or climb ladders on a regular basis. Knowledge of Lean Manufacturing practices such as Kaizen and Kanban.