

# Production & Scheduling Specialist

Coordinate all functions required to support Operations efforts for projects that are assigned. Participate in the development of program/project plans in sufficient detail to provide the capability of monitoring functional performance by use of time phased major milestones. Plans, prepares, issues and controls production schedules and coordinates with material requirements to ensure a controlled flow of approved materials timed to meet production requirements. Advises management of the status of work in progress, material availability and potential production problems to ensure that personnel, equipment, materials and services are provided as needed. Schedules equipment and personnel, confirms material supply and demands, prepares work orders or purchase requests for the production or purchase of components or parts based on a master production schedule, shop load and inventory requirements. Coordinates interdepartmental activity with quality assurance, manufacturing, purchasing, engineering, inventory control, traffic, etc. Schedules and expedites the movement of parts by means of move orders, stock transfers and requests for shipping orders.

Level 1		Level 2		Level 3		Level 4	
Production & Scheduling Specialist I		Production & Scheduling Specialist II		Production & Scheduling Specialist III		Sr. Production & Scheduling Specialist	
Knowledge	Limited use and/or application of basic Production Planning & Scheduling and Project Management principles, theories, and concepts. Limited knowledge of industry practices and standards.	Frequent use and general knowledge of industry practices, techniques, and standards. General application of Production Planning & Scheduling and Project Management concepts, and principles.		Complete understanding and application of Production Planning & Scheduling and Project Management principles, concepts, practices, and standards. Full knowledge of industry practices.		Contributes to the development of new Production Planning & Scheduling and Project Management concepts, techniques, and standards. Considered expert in field within the organization.	
Problem Solving	Solves routine problems of limited scope and complexity by following established policies and procedures.	Develops solutions to a variety of problems of moderate scope and complexity. Refers to policies and practices for guidance.		Develops solutions to a variety of complex problems. May refer to established precedents and policies.		Develops solutions to complex problems which require the regular use of ingenuity and innovation. Ensures solutions are consistent with organization objectives.	
Discretion/Latitude	Work is closely supervised. Follows specific detailed instructions.	Works under only very general supervision. Work is reviewed for soundness of judgment and overall adequacy and accuracy.		Work is performed under general direction. Participates in determining objectives of assignment. Plans, schedules and arranges own activities in accomplishing objectives. Work is reviewed upon completion for adequacy in meeting objectives.		Work is performed without appreciable direction. Exercises considerable latitude in determining objectives and approaches to assignment.	
Impact	Contributions are usually limited to task-related activities. Errors do not typically have a major effect on the organization.	Contributes to the completion of organizational projects and goals. Errors in judgment or failure to achieve results would normally require a moderate expenditure of resources to rectify.		Exerts some influence on the overall objectives and long-range goals of the organization. Erroneous decisions or failure to achieve objectives would normally have a serious effect upon the administration of the organization.		Effects of decisions are long-lasting and heavily influence the future course of the organization. Errors in judgment or failure to achieve results would result in the expenditure of large amounts of company resources.	
Liaison	Contacts are primarily with immediate supervisor and other personnel in the section or group.	Frequent internal company and external contacts. Represents organization on specific projects.		Represents organization as a prime contact on contracts or projects. Interacts with senior internal and external personnel on significant matters often requiring coordination between organizations.		Serves as consultant to management and special external spokesperson for the organization on major matters pertaining to its policies, plans, and objectives. Negotiate and purchase materials/services in accordance with established policies and procedures to meet contract requirements.	
Work Products (Examples may include but are not limited to)	Plan and coordinate inter-functional activities to provide on-time schedule performance in support of the business areas. Working knowledge of MRP/ERP systems, manufacturing and supply chain processes. Usage of Microsoft Office products.	Plan and coordinate inter-functional activities to provide on-time schedule performance in support of the business areas. Working knowledge of MRP/ERP systems, manufacturing and supply chain processes. Usage of Microsoft Office products.		Plan and coordinate inter-functional activities to provide on-time schedule performance in support of the business areas. Working knowledge of MRP/ERP systems, manufacturing and supply chain processes. Usage of Microsoft Office products.		Plan and coordinate inter-functional activities to provide on-time schedule performance in support of the business areas. Working knowledge of MRP/ERP systems, manufacturing and supply chain processes. Usage of Microsoft Office products.	

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Minimum Education and Experience	1+ Years directly related experience with Professional Certification (APICS), Associates Degree or equivalent in Technical, Business or related field. Basic MS Word, PowerPoint and Excel skills.	3+ Years directly related experience with Professional Certification (APICS), Associates Degree or equivalent in Technical, Business or related field. Intermediate MS Word, PowerPoint and Excel skills.	6+ Years directly related experience with Bachelor's Degree in Technical, Business or related field. Professional Certification (APICS) desired. Advanced MS Word, PowerPoint and Excel Skills.	10+ Years directly related experience with Bachelor's Degree in Technical, Business or related field. Professional Certification (APICS) desired. Advanced MS Word, PowerPoint and Excel skills. At least 1 year of supervisory experience desired.