



Job Title: Production Control Manager
Department: Manufacturing/Meridian/205 Administration
FLSA Status: Exempt
Reports To: Director of Operations
Positions Supervised: Customer Service Representative, Customer Service Assistant

Summary

Manages the production scheduling, freight, stockroom, purchasing, and customer communications activities to ensure timely and accurate deliveries to our customers while optimizing inventory and cost.

Essential Job Duties

- Manages the daily activities of the plant customer service, stockroom, and purchasing teams.
- Responsible for establishing, maintaining, and effectively communicating the plant master production and shipping schedules.
- Assigns and communicates shipping dates for new orders.
- Manages and coordinates customer schedule change requests and confirmations.
- Accurately calculates and publishes plant lead times for all products.
- Ensures routine, timely and accurate communication of schedules, order changes, and shipping information to all affected parties, both internally and externally to the plant.
- Receives, processes and schedules parts order shipments to meet customer requirements.
- Works with engineering to coordinate schedules based on release dates and customer needs.
- Manages logistics and outbound freight to meet scale delivery and installation schedules.
- Provides competitive freight estimates for plant shipments.
- Develops and implements inventory control procedures to maintain inventory accuracy.
- Oversees the creation of parts records and management in MRP.
- Manages inventory to maintain on-time delivery while optimizing turns and eliminating excess and obsolete materials.
- Prepares reports for management such as plant shipping forecasts vs budget, on time delivery, shipping volumes by product, and inventory reports.
- Recommend measures to improve methods, performance, and quality of service, and suggest changes in working conditions to increase efficiency.
- Analyze and resolve work problems and assist employees in solving work problems.
- Recruit, hire, train staff, evaluate employee performance, and recommend or initiate promotions, transfers, and disciplinary action.
- Adhere to and uphold all Fairbanks Scales policies and procedures.



- Other related duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job. An equivalent combination of education, training and experience will be considered. (Additional requirements may be designated by position.)

- This position requires a bachelor's degree or equivalent in a relevant field is preferred.
- Minimum five years of related experience.
- Previous supervisory experience is strongly preferred
- Experience in steel fabrication or piece-part manufacturing is preferred.

Knowledge, Skills and Abilities – May be representative, but not all-inclusive, of those knowledge, skills and abilities commonly associated with this position.

- Proficient in Microsoft Office products – specifically Excel, and Outlook.
- Demonstrated experience utilizing MRP or ERP systems.
- Critical thinker with exceptional attention to detail.
- Excellent planning and problem-solving skills.
- Excellent communication skills, both verbally and in writing.
- Ability to effectively organize and prioritize work as well as concentrate on multiple tasks simultaneously. Strong time management is critical to the role.
- Ability to develop and maintain positive and productive business relationships.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- General office conditions. Exposed to moderate noise levels.
- When in manufacturing areas, exposure to noise, outdoor temperatures, dust, uneven terrain, and high levels of noise.
- Must be able to don PPE including hearing protection, safety boots, or glasses where required in the on-site manufacturing areas.

Physical Abilities - Activities that are commonly associated with the performance of the functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Required to use close vision and be able to focus.
- Regularly required to talk and hear; frequently required to sit, stand and bend at the knee and waist, and walk.



- Must be able to have repetitive wrist, hand and/or finger movement to type and work on computer.
- Must have finger dexterity and hand-eye coordination to work on computer, telephone, and related office equipment.
- Regular attendance is a necessary and essential function.

Disclaimer: This job description is not intended to be all-inclusive; an employee will also perform other reasonably related job responsibilities as assigned by an immediate supervisor and other management as required. The Company reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment. Management reserves the right to change job descriptions, job duties, functions, and requirements.

Accepted by: _____
Supervisor or Manager/Human Resources

Date

Accepted by: _____
Employee

Date