

**JOB DESCRIPTION**  
**PRODUCTION MANAGER**  
**The Photonics Group**  
**Colorado**

**JOB TITLE:** Production Manager

**JOB SUMMARY:** The Production Manager is responsible for all production related operations to ensure parts are shipped to customer required specifications, on time. The Production Manager works on the production floor with supervisors and engineers to solve production process problems, create new processes, improve processes, and expand production capabilities. The Production Manager oversees, directs and develops all Production Supervisors and Production Control and does so in coordination with Engineering.

**DUTIES AND RESPONSIBILITIES:**

- Support Sales in exceeding customer needs; striving for ever shorter delivery dates and successfully fabricating new more difficult parts in a shorter period of time.
- Develop standards and production tracking tools to measure productivity, efficiency, quality, cost effectiveness, and timeliness.
- Frequently interact with Vice President to understand established methods of fabrication and continually strive to make improvements.
- Motivate, manage, and develop supervisors.
- Motivate production culture to be performance oriented, organized, methodical, and disciplined, ever striving to best past results.
- Strive to constantly expand employee capability.
- Monitor fabrication processes for continued improvement of best practices and ensure they are well documented.
- Troubleshoot problem jobs and seek assistance from Vice President for prompt resolution or rapid recovery.
- Implement Lean Manufacturing.
- Maintain high quality reputation as measured by percent good and RMAs.
- Frequent and effective 360 degree internal and external communication on actions, responsibilities, job status, goals, etc.
- Coordinate with ISO Lead Auditor to strengthen compliance with ISO 9001:2008.
- Coordinate with Quality Assurance Manager to improve effectiveness of preventative and corrective actions, respectively.
- Coordinate with Administration Manager on personnel needs, including the hiring, training, evaluating, discharging, and resolving of personnel issues.
- Impose tight expense controls.
- Ensure plant floor is clean, organized, and equipment well maintained. (5S segment of Lean Manufacturing)
- Determine equipment requirements and coordinate with the Vice President.
- Ensure that supervisors train and cross-train employees.
- Understand and utilize Manufacturing and Accounting Software Programs. Suggest improvements or new reports.
- Perform other related duties as assigned or directed to meet the goals and objectives of the organization.

**EDUCATIONAL AND SKILL REQUIREMENTS:**

- Bachelor of Science degree in Optical, Electrical, or Mechanical Engineering, or alternatively a Bachelor of Science in Physics or Industrial Engineering.
- 10 years experience in manufacturing.
- Ability to read and work from technical drawings and instructions.
- Knowledge of basic machinery and mechanical measuring devices.

The Photonics Group  
Respond with resume to [dab@photonicsgrp.com](mailto:dab@photonicsgrp.com)