September 29, 2020

**Production Control /Fabrication Manager**

SDI Industries, Inc. is searching for an experienced Production Control Supervisor who has ambitions to become the Shop Manager within the first year of hire.

Candidate should have a minimum 5 years supervision experience in Operations, preferably in a Fabrication Shop Environment (CNC, Laser, Bending machines, Welding, Assembly and paint).

Reporting to the current Shop Manager (who will be transitioning into a new position within a year), initial responsibilities include:

1. **Production Scheduling/Coordination;**

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| Plan shop production hours/schedule |
| Receive RPs for production |
| Review Rps, if incorrect, send them back to the engineer for corrections, remind engineers to provide a new corrected RP |
| Print Rps |
| Separate RPs by department and priority |
| Review project schedules and plan production with Roman |
| Provide RPs to department leads and review RPs with leads. |
| Track production process of all RPs from start to finish |
| Ensure that RPs are passed on from one department to the next as listed on the RPs |
| Ensure that shipping schedules are met by tracking all to reach packing on time |
| Prioritize emergencies by stopping RPs to get the emergency through the shop and then make up time to get back on schedule |
| Plan and order outsourced components from vendors with Adriana |
| Understand the sequence machines and structures should be built and make decisions to produce based on that |
| Make shipping plans with Johnny, schedule trucks |

1. **Inventory Control**

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| Check raw material inventory |
| Order raw material for all RPs if it is not in inventory taking into account lead times |

1. **General Administration/Coordination**

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| Talk with Field supervisors on material needed on site |
| Coordinate tools for the field and either ship them to site or prepare them for pick up |
| Plan cleaning times for the shop |
| Order shop tools and consumables |
|  Communicate with all departments |
| Review employee personal time off, sick or vacation requests |
| Figure out how to work around any employee absence |
| Ensure employees have work to do and are working |
| Ensure employees have all the tools and material to do their work |

1. **Lean Manufacturing**

Plan on how to make the production process faster and more efficient per RP

**Additional Information on Position:**

* Supervision of 25 + employees
* Must be Bi-Lingual
* Reports to Current Shop Manager with heavy interaction with Senior Management
* Possible relocation within 2-3 years
* Current location is in Pacoima, California

**Salary/Benefit Information**

* Salary range: $60,000 - $90,000 (DOE)
* Health Insurance - Offer a variety of plans. Company pays approximately 90% of employee only premium on HMO plan
* 401K plan with company match
* Vacation and Holiday pay
* Company bonus plan