



Director of Operations

Department: Label

FLSA Status: Exempt

Work Schedule: Standard

Positions Supervised: Yes

Job Status: Full-Time

Reports To: VP & GM

Amount of Travel Required: <20% travel required

POSITION SUMMARY

The Director of Operations is responsible for the results of the overall Production operations, providing leadership to a team of direct reports.

REASONABLE ACCOMMODATIONS STATEMENT

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS

- Direct the manufacturing operations for the Little Chute, California, and Maine plants. The Director of Operations will have the Production Supervisors, Quality Control, and Maintenance and support personnel as direct reports. This position will also work closely with the Logistics Manager, Production Scheduling, and Human Resources Department.
- Establish a culture of safety, employee engagement, and accountability and recognition. Also establish an environment that fosters enhanced communication, continuous improvement, and metrics driven action planning.
- Implement Lean Manufacturing principles throughout the Little Chute, California and Maine plant operations.
- Improve manufacturing throughput and efficiency through continuous reduction of cost per unit of output.
- Create and implement best practices as it relates to quality control processes and procedures.
- Implement priority elements of a Total Productive Maintenance (TPM) methodology.
- Educate and develop subordinates to excel in the new culture.
- Other duties as assigned.

POSITION QUALIFICATIONS

Competency Statements

- **Accountability:** The extent to which an individual is willing to accept responsibility.

- Accuracy: The extent to which an individual's work is correct and error free within company policies and guidelines.
- Adaptability: The extent to which an individual can fit into a changing work environment.
- Communication, Oral & Written: The extent to which an individual communicates with clarity, actively engaging in conversations in order to clearly understand others' message and intent, and received and processes feedback.
- Organized: The ability of the individual to be structured and methodical in working skills.
- Problem Solving: The ability to recognize courses of action which can be taken to handle problems or potential problems.
- Safety Awareness: The ability to identify and correct conditions that affect employee safety.

SKILLS & ABILITIES

Required Experience

- Operations Management experience
- Leadership of a team of managers
- Project Management experience
- Budgetary experience
- LEAN Manufacturing experience

Preferred Experience

- Printing and converting experience

Required Education

- Bachelor's Degree in Business, Chemical Engineering or equivalent

Computer Skills

- Must have strong working knowledge of the use of a PC and Microsoft Office (Word, Excel, Outlook)

Other Skills

- Mechanical aptitude is a must

PHYSICAL DEMANDS

Physical Demands

Stand	C (Constantly)	Lift/Carry 10 lbs or less	F (Frequently)
Walk	C (Constantly)	11-20 lbs	F (Frequently)
Sit	O (Occasionally)	21-50 lbs	O (Occasionally)
Handling / Fingering	C (Constantly)	51-100 lbs	O (Occasionally)
Reach Outward	F (Frequently)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	F (Frequently)	Push/Pull	
Climb	O (Occasionally)	12 lbs or less	C (Constantly)
Crawl	O (Occasionally)	13-25 lbs	F (Frequently)

Squat or Kneel	O (Occasionally)	26-40 lbs	O (Occasionally)
Bend	F (Frequently)	41-100 lbs	O (Occasionally)

N (Not Applicable) Activity is not applicable to this occupation.
O (Occasionally) Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
F (Frequently) Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
C (Constantly) Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

OTHER PHYSICAL REQUIREMENTS

- Vision (Near, Distance, Peripheral, Depth Perception)
- Sense of Touch
- Ability to wear Personal Protective Equipment (PPE) (Hearing protection, safety glasses, goggles, or shields, cut gloves, safety shoes)

WORK ENVIRONMENT

Work is performed indoors in a manufacturing setting with regular exposure to cold, heat, noise, and moving machines/equipment.

Equal Opportunity Employer-Disabled/Vets

Prepared by: AP

Date: 1/8/21

Supervisor Signature: SW

Date: 1/8/21

Employee Signature: _____ Date: _____

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.