

JOB DESCRIPTION

(Date)

POSITION TITLE: Production Control Manager

REPORTS TO:

I. PRIMARY RESPONSIBILITIES

Oversee the receipt and movement of released project kits to all necessary production, inspection, and test areas as subassemblies or end items are manufactured. Provide inputs to shipment schedules, plans and forecasts as knowledge of production status develops. Identify any bottlenecks in the production flow and ensure that necessary labor, material, or support is applied to relieve the bottleneck.

II. ESSENTIAL FUNCTIONS:

Reports to the manager of Material Control and oversees the coordination of all assembly, inspection and test activities for subassemblies and end items on a project-by-project basis for wired units, indicators, and test equipment products. These activities begin with the release of the project kit by either the Production Planning or Production Scheduling sections of Material Control and continue until the kit is completed and materials are either stocked or shipped.

Participates in the generation of the monthly production build plan and issues the plan to the assembly, inspection and test areas. Progress against the plan is reviewed at regular intervals. Expediting of critical jobs through the assembly, test, and inspection areas is conducted. Prioritized schedules to support end item build plans are provided to subassembly areas. A review against these plans and schedules is conducted at regular intervals. This section must keep assembly status/progress records of subassembly and end item project kits updated continuously during the movement of these materials between the various functional areas. Operations sheets revision control is conducted on a daily basis for those kits in process using the routing change report. This section also expedites material shortages via the Production Planning and Scheduling sections of Material Control for those kits that are not issued "short free" or for replacement materials. The need for concentrated or additional work effort in any bottleneck area is also identified by Production Control, and this need is addressed as required to maintain product flow. Participation in product rescheduling and modification of the production run is performed. This includes interfacing with the Programs Office, Contracts Administration and customer representatives.

Oversee production control activities, which ensures material flow through production in support of the production plans to satisfy business goals and customer demands.

Oversee production control activities, which ensures material flow through subassembly production to support the next month's production plans.

Regulate product mix in production to satisfy existing customer needs and to reduce delivery delinquencies.

Identify needed labor and ensure that necessary effort is applied in production bottleneck areas to ensure correct flow of material to meet the production schedule.

III. QUALIFICATIONS AND EXPERIENCE:

A full knowledge of Manufacturing Requirements Planning (NW-a computerized material control program), is required. Also procedural knowledge (QCDR's, squawks, op-sheets, etc.) and good people-management skills are required.