



Heating & Cooling Products

JOB DESCRIPTION

Job Title: Production Scheduler

Department: Scheduling

Job Reports To: Production Control Supervisor

Exempt_____ Non-Exempt_x_____

Date: 03/2016

Job Summary Responsible for creating and reviewing work orders. Assists with ensuring production schedules are accurate and complete.

Essential Responsibilities/Activities:

- Reviews and completes data entry on created work orders.
- Ensures orders have been reviewed and distributed for processing.
- Completes daily review of reports to ensure information maintained within the database in timely and accurate.
- Responsible for ensuring work orders have been labeled and nameplates placed for the units.
- May interface with customers and business partners to ensure errors are corrected.
- Reviews information concerning purchasing of parts.

Other Responsibilities/Activities :

- Ability to avoid further escalation of stressful situations in the workplace.
- Minimize bill of material errors by defining where, when, how and why parts are used.
- Create or revise engineering policy and procedures.

Minimum Requirements :

- Ability to avoid further escalation of stressful situations in the workplace.
 - A minimum of a bachelor degree in an engineering or other technical discipline, or experience in the HVAC industry or other related field and may require 0-2 years of experience in the field or in a related area.
- The candidate must be familiar with standard concepts, practices, and procedures within a particular field. Works under direct supervision and relies on instructions and pre-established guidelines to perform the functions of the job. Works under direct supervision



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and the primary job functions do not typically require exercising independent judgment and typically reports to a supervisor or manager.

Essential Mental Functions (Include any personality traits or social norms that must be adhered to, including working at the site and working well with others):

The qualified candidate must exhibit good decision making, analytical problem solving, statistical analysis and excellent organizational abilities. Additionally the candidate must be able to communicate effectively, in written and spoken form, and possess excellent interpersonal relationship skills. Must work well in a team environment. Job requires that work be done at the AAON facility.

Essential Physical Functions:

Lift up to 50lbs.

Climbing

Stooping

Sitting for prolonged periods

Requires periodic visits to manufacturing facility with seasonal hot and cold temperatures, dust, and some chemical fume exposure.

Equipment or Software Knowledge or Skills:

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.