

JB FINISHING INC.

Position Specification

POSITION TITLE: PRODUCTION MANAGER

DATE: 4/1/2008

Include references to: Knowledge/ skill requirement; type/ degree of communication skills. Nature of work environment, and supervisory responsibility.

Effective Date:

tba

Function: Production Manager

Location:

Bolton, Ont.

Title of immediate Supervisor: President

Dept.: Manufacturing

Primary Position Summary

Responsible for the daily production in the plant, and ensuring production goals of Quality product are met or exceeded daily.

Approx. % of Time

100%

Major duties and Responsibilities

Responsible for managing the production of the plant and employees. Responsible that all parts are manufactured matching the 1st off piece and checked. Fabricator of production equipment and machinery. Responsible for recording scrap on production reports Responsible to ensure all parts are properly identified in the container that the parts are placed in (WIP- work in progress tags). Responsible for meeting daily production goals.

Responsible for housekeeping in the immediate area.

Note:

May also perform other duties as assigned by the President.

Knowledge/ skill requirements:

Must have complete knowledge or understanding JB Finishing Inc..Quality Standards, and Criteria..Must be able to read and interpret blue prints and possess the ability to learn how to do setups to become self-sufficient. Able to work rotating shifts, and be able to make decisions in a fast paced environment.

Type/ Degree of communication skills:

Average skills in communication, and be able to read and write in English.

Note:

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Nature of the work environment:

- plant / office 90/10
- occasionally required to change areas
- majority of time in a manufacturing environment
- some exposure to heat, chemicals, noise, and production equipment
- safety glasses, safety shoes mandatory
- hearing protection required for some areas

Supervisory responsibility:

Responsible for plant employees.

Approvals:

Prepared by:

Date:

Reviewed by: Jim Biscoe\ _____ **Date:** September 18, 2001
President

Reviewed by: _____ **Date:**