

**Position:** Director of Operations  
**Reports To:** President  
**Employment Status:** Regular, Full Time  
**FLSA Classification:** Exempt, salaried  
**Pay Range:** TBD

**Supervises:**

- Electrical engineers
- Mechanical engineers
- Assembly technicians
- Machine shop technicians

**Position Summary:**

The Director of Operations' primary responsibility is for the oversight and day-to-day tactical management of company operations including supervision of the production team.

**Responsibilities and duties:**

- In conjunction with senior leadership, develops and executes annual budgets and plans.
- In conjunction with senior leadership, leads and manages Operations staff including interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining; and addressing complaints and resolving issues.
- Builds and sustains positive relationships with key stakeholders and partners – both internally and externally with vendors, suppliers and customers.
- Manage engineering projects while working with purchasing, engineers, assembly technicians, machine shop technicians. Monitor project timeline and provide updates to customers as necessary.
- Manage supply chain by monitoring lead times and developing and maintaining relationships with vendors. Work with purchasing to manage approved Supplier List.
- Oversee ISO9001:2015 Quality Management System by working with consultant to maintain and improve the system as a whole. Schedule internal audit and surveillance / re-certification audits with registrar.
- Leads the assessment of production processes, procedures and equipment, and makes recommendations for capital improvements to increase efficiency and greater return on investment.
- Develops standard operating procedures and training criteria for all production equipment and processes to ensure safe and efficient operation.
- Develops, implements, and tracks various measurable goals, metrics and key performance indicators. Identifies variances and recommends appropriate actions for improvement.
- Ensures facility and manufacturing compliance with all State, Federal and local laws and governance.
- Provides a safe and sanitary production environment.
- Manage and maintain document control system.
- Manage engineering and production schedules, including oversight of machine shop schedule and acoustic test tank schedule.
- Assist accounting with inventory maintenance.
- Assist marketing team in providing product lead times for quotation purposes
- Performs other related duties as assigned.

**Education and experience:**

- 5+ years' experience in manufacturing operations.
- 2+ years' experience in a supervisory capacity.
- 2+ years' experience in Quality Assurance/Safety Training.
- 1+ years' experience in Continuous Improvement.
- Excellent project management skills.
- Proven track record of successfully training employees in productivity and safety.
- Working knowledge of OSHA and EPA regulations.
- Working knowledge of ISO and AS9100 process and procedures.
- Ability to coach and mentor employees on a one-on-one basis as well as a group.

**Knowledge, skills, and capabilities:**

- Proven success in consistently maintaining an improving on time delivery.
- Proven ability to hire, and motivate both technical and non-technical production employees
- Extensive experience in a manufacturing environment using an ERP system
- Experience in maintaining an ISO9001 environment.
- Experience in upgrading ERP software systems
- Familiarity with MasterControl and Fishbowl helpful

**Physical, Mental and Visual Demands**

- Lifting, carrying, reaching 5 lbs. and less – frequently; over 5 lbs. –seldom
- Sitting, standing, seeing, walking, hearing – frequently
- Continuous mental and/or visual attention; the work involves performing complex tasks to very close accuracy and continual work using a computer