



Job Description

Job Title	Operations Manager
Department	Production and Manufacturing
Reporting Manager	Managing Director
Company	Dunham-Bush USA LLC
Location	Homestead, FL USA
Date Updated	October 6 th , 2021

General Summary:

The Operations Manager is the team leader for production and manufacturing processes for HVAC equipment, improvement and implementation of the latest production practices and strategies in the manufacturing processes, support Oracle JDE system, to lead and work with manufacturing and product engineering team in engineered to orders (ETO) and new product development manufacturing processes.

Principal Responsibilities:

- A highly motivated, highly organized team leader to lead the production and manufacturing team
- Manage and improve daily factory operational practices, ensure production output of finished equipment to meet the sales within the committed and expected delivery time
- Manage and evaluate machine resources to ensure productivity and minimal downtime
- Oversee a workforce of 60 employees in the production and manufacturing team
- Strive to reduce expenses and increase productivity across all product lines, work efficiency and output
- Allocate resources and materials to meet project deadlines
- Ensure all employees follow industry standard health and safety guidelines
- Set ambitious production goals and communicate them to key personnel
- Provide motivation, support and guidance to all employees
- Communicate any problems or obstacles to senior management
- Establish workflow policies that enhance speed and efficiency without compromising product safety or integrity and quality
- Create schedules for employees to ensure optimum staffing levels
- Perform any other duties as directed by the immediate supervisor / HOD, any other duties assigned by the Management.
- The Company may at any time, deemed necessary, add or amend any of these job responsibilities.
- Track and forecast operational trends and analysis

Knowledge, Skill and Ability Requirements:

- 5+ years' experience in manufacturing operations with management and supervisory capacity
- Strong project management skills
- Proven track record of successfully training employees in productivity and safety



- Working knowledge of OSHA and EPA regulations
- Proficiency in process improvement and problem-solving tools and techniques.
- Ability to coach and mentor employees on a one-on-one basis as well as a group
- Strong problem solving and critical thinking skills
- Strong leadership qualities

Education Requirements:

- Bachelor's Degree in Mechanical Engineering or another applicable field.
- Experience with production and manufacturing of HVAC products is an advantage.
- Experience with design, management, certification and auditing of quality systems, including ISO 9000, ETL and AHRI is an advantage