



## Seastrom Manufacturing Company, Inc.

### Job Description

Job Title: Davenport Area Manager

Department: Screw Machine

Reports To: Plant Manager

FLSA Status: Non-Exempt

#### SUMMARY

The Davenport Area Manager will work in a team environment, planning tooling and layouts, prioritizing jobs, monitoring production, quality and personnel, keeping safety a priority while problem solving, and implementing improvements.

#### SEASTROM CORE BEHAVIORS:

Professionalism: Able to follow directions, has a good work ethic, and dependable.

Inter-personal Skills: Able to work with others and maintain working relationships.

Problem Solving and Adaptability: Able to make informed decisions in an ever-changing environment.

Personal Value Commitment: Demonstrate honesty, respect for others, and adherence to company standards.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Helps to direct workers performing Davenport production tasks involving set ups and operation within the department.
- Provides technical experience, and ability to troubleshoot machining functions or production concerns within the Davenport Department
- Verifies the expected cycle time on the Job Order with the actual and takes appropriate action if necessary.
- Ability to identify and recommend process improvements leading to cycle time reductions and improved reliability and safety.
- Ensures machine specific maintenance schedules are followed.
- Provide accurate and timely Quotes within the current quoting process.
- Must be able to handle problems and document daily production results.
- Daily review of production numbers relative to quoted functions.
- Responsible for helping others stay focused on tasks.
- Employees are expected to assist and mentor new hires.
- Ensure that safety is maintained as a priority.
- Answer questions and give direction as necessary.
- Prioritize jobs: utilize personnel to assist in areas of need.
- Document, provide problem solving, and improve techniques in production.
- Setup and operate equipment as necessary.
- Develop team structure.
- Maintains production schedules.
- Helps to plan and assign work and trains employees within the department.
- Applicant must demonstrate a positive (can do) attitude.
- Must have the ability to suggest and implement ways to improve production and make processes simpler.
- Working knowledge of Microsoft Outlook, Word, and Excel with demonstrated competency in keyboarding.
- Ability to write in the English language to properly complete forms and logs.



- Detail oriented with above average verbal and written communication skills with the ability to learn quickly.
- Must be willing to work varied shifts.
- Other duties may be assigned.

### **LEADERSHIP RESPONSIBILITIES**

This position has extensive leadership responsibilities, including but not limited to production, safety, training, quality, and coordination among teams and trainer auditors.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each of the essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. You may be required to possess or obtain hand tools or measuring equipment. Reasonable accommodations may be made for individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

Associate Degree/Technical Certificate or equivalent combination of education and experience. Previous leadership and/or supervisory experience are required.

### **LANGUAGE SKILLS**

The ability to read, write and speak the English language with comprehension skills sufficient to understand safety standards and job performance expectations.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals as well as the ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **REASONING ABILITY**

Ability to interpret instructions, which may be furnished in, written, and oral, diagram or schedule form.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

None required.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to stand; use hands to feel, finger, handle, or grab; reach with hands and arms; and talk and hear. The employee frequently is required to walk and stoop, kneel, crouch, push, pull and lift. Some sitting is required. The employee is frequently required to lift 50 pounds and rarely lift or move 100 pounds. Specific vision abilities required by this job include close vision, depth perception and the ability to adjust focus.

### **WORK ENVIRONMENT**

While performing the duties of this job the employee is regularly exposed to inside environment conditions, moving mechanical parts, oils and other cutting fluids. The noise level in the environment is loud.

I have read this job description and I am able to fulfill the requirements of the position.



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Signature

\_\_\_\_\_  
Date

Updated By: Angela Shepler  
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