

CHARTER STEEL TRADING CO., INC.

JOB DESCRIPTION

Title: Plant Manager

Department: Production

Reports To: General Manager

Position Summary: Plan, direct and coordinate the operations and work activity of the slitting and leveling lines, maintenance and shipping and receiving to meet customer specifications and ISO 9001:2000 standards.

Responsibilities:

- Direct and coordinate production, processing and distribution of product
- Review processing schedules and production orders to make decisions concerning inventory requirements, staffing requirements, work procedures and duty assignments
- Manage the movement of goods into and out of plant
- Supervise the work of plant personnel to ensure adherence to quality standards, deadlines and proper procedures
- Responsible for purchasing of materials needed to operate plant and ensure that all costs are competitive
- Discuss job performance problems with employees in order to identify causes and issues and to work on resolving problems
- Ensure that there is a safe and clean working environment
- Instruct and train employees in job duties or arrange for training to be provided
- Evaluate employees' job performance and conformance to regulations and recommend appropriate personnel action
- Determine staffing requirements and interview, hire and train new employees, or oversee those personnel processes
- Special projects as deemed necessary

Experience/Education Requirements:

- Bachelor's degree preferred
- 3 to 5 years experience working in the steel industry

Knowledge, Skills and Abilities:

- Knowledge of flat rolled carbon steel products
- Knowledge of steel slitter and leveling machines including their use, repair and maintenance
- Excellent interpersonal, teamwork and communication skills
- Good supervisory skills for directing and coordinating staff
- Knowledge of principles and processes for providing customer service

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to stand, walk, sit, use hands to finger, handle and feel, and to reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment:

While performing the duties of this job, the employee is primarily in a manufacturing environment. Some on site/factory work or inspection may be required. The noise level in the work environment is usually moderate. The noise level at a site may require hearing protection. The position may have conditions that are hazardous and safety procedures must be followed.

Employee Signature

Date