Position Title	Manager, Shop Production	**Supervisor Title**	Director, Production and Continuous Improvement
Status	☒ Full-Time ☐ Part-Time	**FLSA Status**	☒ Non-exempt ☒ Exempt
Job Level	☐ Entry ☐ Mid ☐ Supervisory ☒ Management	**Salary Range**	
Supervisory	☒ Yes ☐ No	**Supervises**	Manufacturing Shop employees

Position Summary

The Shop Production Manager is responsible for the planning, coordination, and execution of manufacturing, machining, fabrication, painting operation, assembly, and electrical operations within the shop (low and medium voltage switchgear, motor control centers, and custom electrical equipment). This position manages production personnel and schedules, workforce performance, safety compliance, quality standards, and equipment utilization, and on-time delivery of products.

The Shop Production Manager is responsible for all machine shop personnel, electrical technicians, welders, fabricators, assemblers, and production support staff.

Essential Duties

Production and Operations Management

- Maintain a safe work environment and enforce all OSHA/MSHA, and industry safety regulations.
- Ensure proper use of Personal Protective Equipment (PPE).
- Promote a culture of safety and continuous improvement.
- Ensure compliance with electrical safety standards, lockout/tagout procedures, and machine safety requirements.
- Direct and manage daily shop operations, including machine shop, fabrication, painting, mechanical assembly, and electrical department for switchgear assemblies, motor control centers, and custom electrical equipment.
- Ensures material and workflow using ERP systems. Material transactions and WIP and Routings.
- Coordinate machine shop workloads and production priorities.
- Monitor workflow, labor utilization, equipment capacity, and production efficiency.
- Ensure production targets, quality standards, and delivery requirements are consistently met.
- Balance manpower and resources across multiple projects and production areas.
- Identify operational bottlenecks and implement corrective actions.
- Ensure compliance with quality and dimensional requirements.

Personnel Leadership and Development

- Supports training, coach, and mentor supervisors, fabrication personnel, electrical technicians, and production assembly personnel.
- Conduct employee evaluations and development planning.
- Promote teamwork, employee engagement, and professional growth.
- Support recruiting, interviewing, hiring, and onboarding activities.

Required Skills/Abilities

- Attention to detail with strong organizational discipline.

- Knowledge of manufacturing requirements and lean planning.
- Must be able to inspire and motivate team to achieve goals and customer expectations.
- Must have oral and written communication skills to address varying situations and audiences.
- Ability to apply MSHA, OSHA standards including the following.
- Familiar with ERP/WMS systems.
- Experience with manufacturing material flows and production support.
- Computer saavy.

Education/Experience

- Bachelor's Degree in Manufacturing Engineering, Industrial Engineering, Mechanical Engineering, Operations Management, Business Administration, or related field.
- Three to five years of experience managing production and one to three years managing steel/bus fabrication processes.

Physical Requirements

- Comfortable working in an office environment.
- Ability to sit and type for prolonged periods of time.
- Ability to work in extreme temperatures including over 100 degrees and under 32 degrees Fahrenheit.
- Ability to squat, kneel, and lay prone for extended periods of time.