



**ELECTRO-MECHANICAL INDUSTRIES, INC.**  
13300 6<sup>th</sup> Avenue North  
Plymouth, MN 55441

## **Manufacturing Operations Manager**

Are you a well-organized, process orientated leader focused on Operational excellence? Do you have experience in a custom manufacturing environment? Then consider applying for the Manufacturing Operations Manager position with Electro-Mechanical Industries, Inc. (EMI), a family-owned custom manufacturer located in Plymouth, MN. The company, with 43 years of steady growth and product innovation, provides creative power distribution products and services to commercial and industrial customers across the US. The position is a critical leader of our company, reporting directly to the COO.

### **A. Operations**

- a. Plan, organize, and direct operational improvement projects to meet or exceed established production goals in a cost-effective manner. Maintains process, procedures, and programs to improve the safety, productivity, and profitability of the operation.
- b. Design, develop, and implement processes that increase yield and/or improve quality for all manufacturing. Drive process change as related to manufacturing operational excellence (process improvements/efficiencies, machinery/robotics, quality processes, etc....) to ensure quality, cost, efficiency and on time shipment requirements are met.
- c. Perform workflow analysis and develop methods for the production team.
- d. Coordinate with supervisors and production leads to monitor, review and update production and quality control standards.
- e. Participate in QRB meetings to identify, document, and implement opportunities for continuous improvement. Manage Operational correction actions and own and drive Operational preventative solutions for continuous improvement. Manufacturing Process Manager documents internal corrective actions (CAR's) and Non-Conformances (NCR's) received by customers.
- f. Collaborate with the Manufacturing Process Manager, leads and production staff to establish and continually improve production and quality control standards.
- g. Ensure that Operational employees, direct reports and leads have the required safety training and are consistently working in a safe manner; manages and implements safety programs to reduce accidents and injuries.
- h. Ensure that operational supplies are always on hand and available.
- i. Ensure that warehouse operations comply with federal, state, local, and/or company policies and regulations.
- j. Coordinate with leadership to address organizational needs and machinery repairs and maintenance.

### **B. Leadership and Communications**

- a. Provide leadership, communication, and coaching to employees; cultivates a motivated employee environment of trust, teamwork, accountability, self-confidence, and business ownership.



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- b. Coordinate with internal departments to resolve all operational customer complaints and identify and lead corrective actions to prevent issue from reoccurring.
- c. Develop strong internal working partnerships with Sales, Engineering, Project Managers and Purchasing to drive results in on-time delivery, quality, product design and efficiency as well as inventory control.
- d. Coordinate with managers to address organizational needs, equipment utilization and maintenance.
- C. Prepare all required reports and correspondence.
- D. Keep up to date on overall activities of the team, identifying companywide problem areas and taking corrective actions.
- E. Financial Management & Budgeting:
  - a. Budget development and Management: Collaborate with senior management to prepare and manage the manufacturing budget ensuring efficient use of resources and cost controls.
  - b. Cost Optimization: Continuously evaluate production processes for opportunities to reduce material, labor, and overhead costs without compromising safety or quality.

**Competencies**

- Must have keen knowledge and experience with the manufacturing processes and on time delivery.
- Knowledge and ability to carry out and oversee all aspects of the Quality Process and Controls, from raw materials and parts to the final products.
- Proven success in driving real process improvement using improvement methods such as Lean, 6-sigma, and TQM.
- Strong people skills for performance management to include coaching, training, and mentoring with a “hands on” management style.
- Ability to multi-task in an environment of competing priorities.
- Keen understanding of the customer’s requirements and how to analyze and implement actions to resolve problems.
- The ability to interface with all departments within the company.
- The ability to remain calm and professional in stressful situations.
- Highly organized.
- Detail oriented with the ability to create and record data.
- Commitment to excellence and high standards.
- Ability to manage priorities and workflow.
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm.
- Ability to work independently and as a member of various teams and committees.
- Excellent written and oral communication skills. Ability to effectively communicate with people at all levels and from various backgrounds.
- Must be a team player.



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**Qualifications**

- Basic competence in subordinates' duties/tasks (machining, fabricating, assemble, wiring & welding)
- Proficient on Microsoft Word, Excel, PowerPoint and Outlook required
- Knowledge of Radan (CNC machining), AutoCAD and Inventor required
- Visual Manufacturing experience preferred, ERP system experience required
- Proven leadership and business acumen skills
- Proven ability to handle multiple projects and meet deadlines
- Strong organizational, problem-solving, and analytical skills. Good judgement with the ability to make timely and sound decisions

**Supervisory Responsibilities:** This position has responsibility for approximately 20-25 hourly Union direct reports and 1 direct report, Manufacturing Process Manager.

**Education and Experience:**

- BS in Business, Operation Management certificate/degree, or 4-year Electrical or Mechanical Engineering degree (preferred).
- 10+ years' experience in an Operations Management role with demonstrated proficiency in supervising and leading teams of over 20 people.
- 5+ years of experience in Quality Control in a manufacturing environment preferred.
- Custom manufacturing operational leadership experience required.
- Custom mechanical and electrical engineering work experience preferred.
- Field Service hands-on experience and/or management required.
- Our production partners with IBEW #292 Labor Union; Union Labor experience preferred.

**Work Environment:** Work performed both in a Production office and manufacturing setting. Large percentage of time to be spent actively engaged on the operations/production floor.

**Work hours:** Normal office business hours are M-F from 8 am – 5 pm. Our operations team works M-F from 6 am-2:30 pm. As an exempt employee, hours above 40 hrs./week may be required to complete job duties and deadlines.

**Physical Requirements:**

- Must be comfortable working in a manufacturing, union environment.
- Regularly required to sit, stand, walk, bend, reach, and move about the facility.
- Normal vision and hearing are required.
- Must be able to lift to 30 lbs.
- Must be able to climb, stretch and maneuver on ladders.

763-546-5998  
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### **Why Electro-Mechanical Industries (EMI)**

- Competitive salary and benefits package.
- Opportunity to work in a dynamic and innovative environment.
- Career growth and development opportunities.
- Opportunity to mentor and grow staff for succession plans.
- Opportunity to work in an industry that serves the renewable energy sector as well as the commercial and industrial electrical markets.

To apply for this position, send your resume to Human Resources @ [careers@e-m-i.com](mailto:careers@e-m-i.com). EMI is an equal opportunity employer.