


<b>JD-501</b>	<b>Production Manager Job Description</b>		
<b>Issued by: Human Resources</b>	<b>Effective Date: 10/18/2021</b>	<b>Rev. A</b>	<b>Pg. 1 of 3</b>
Reviewed/Approved: 10/18/2021 10:39 AM - Michelle Barker, Human Resources Manager			

<p>This job description describes the minimum job requirements.  This description is illustrative and does not imply that the functions outlined below are the exclusive standards of this position.  Incumbents will be expected to follow additional instructions and perform other related duties as required.</p>		
	<b>Department:</b> Plant	<b>Reports To:</b> Plant Manager
	<b>Wage Range:</b> Based on Education and Experience	<b>FLSA Status (US Only)</b> <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
	<b>Employee Signature / Date:</b>	<b>Silica Services Representative Signature / Date:</b>

### **Purpose of the Position**

The Production Manager is responsible for the day-to-day management of the Plant Operations. This position will coordinate the work of all shifts to meet production requirements and interface with other departments on site to coordinate scheduling and support for operations.

### **Essential Functions**

- Manage daily operations to meet production requirements while maintaining quality standards.
- Work with Maintenance Manager to reduce downtime through process improvements.
- Enter and approve work requests as needed for maintenance support and internal maintenance work.
- Recommend or initiate personnel actions such as hires, promotions, transfers, discharges, and disciplinary measures.
- Generate reports as required by Plant Manager.
- Confer with management and subordinates to resolve personnel problems, complaints, or grievances.
- Counsel subordinates about work related issues and assist them to correct job skill deficiencies.
- Establishing production goals and annual budget.
- Recommend capital improvements, and other process improvements as needed.
- Responsible to meet department productivity and quality goals.
- Read and analyze production schedules and other records and reports to determine production requirements and to evaluate current production estimates and outputs.
- Observe operators to ensure that they conform to production and safety standards.
- Inspect materials, products, and equipment to detect defects or malfunctions as needed.
- Inspect and monitor work areas, examine tools and equipment, and provide employee safety training to prevent, detect and correct unsafe conditions or violations of procedures and safety rules.
- Strictly enforce company safety policies and manage necessary safety documentation.
- Other duties as assigned.

### **Job Specification (knowledge, skills and abilities normally required for competent performance in the job)**

- Knowledge of mining and plant processes and procedures.
- Excellent understanding of Dry Plant / Wet Plant Process and capability to troubleshoot operations.
- Demonstrate ability to develop and train personnel in operations and safety procedures.
- Proven leadership skill and team building skills, ability to build consensus, rally support around common goals and to motivate groups and individuals.
- Strong sense of responsibility and understanding of business implications of decisions.
- Strong project management skills, highly organized and capable of effective, efficient multi-tasking and

time management.

- Flexibility to work effectively in a changing environment. Ability to adapt to changes in work environment, work assignments and/or changes in priorities.
- Must have strong oral and written communication skills and must be able to effectively present information to others.
- Ability to think strategically and creatively in generating solutions.
- Exercise good judgment and discretion in determining best method and procedure to be followed.
- Ability to rapidly process and comprehend large amounts of detailed information and to consider the implications and consequences of new facts and make decisions.
- Proficient computer skills to include MS Word, Excel, Outlook, and Power Point.
- Maintain safe, neat, and orderly work areas in and around the facility.
- Follow safe work practices as outlined in the Employee Handbook and as described during training.
- Perform work in accordance with all applicable State and Federal mining laws.

### Supervisory Responsibility

Position will primarily manage / supervise mining and plant production crews and drivers with occasionally supervising maintenance and loadout / bagging employees.

### Minimum Qualifications

Education:

- Bachelor of Science degree preferably in engineering discipline such as mine engineering, civil engineering or geology or an Associate's degree with 5+ years of relevant work experience or equivalent in production management experience.

Certifications:

- None

### Required Experience

- 5-10 years in a supervisory role in an industrial operation.

### Working Conditions

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.

### Physical Demands of Job

	Continuous	Over 70%	Frequent	Occasional	Rarely
Standing		X			
Walking		X			
Climbing			X		
Bending			X		
Crouching			X		
Pushing/ Pulling			X		
Carrying			X		
Lifting / Lowering 1-15 lbs.			X		
Lifting / Lowering 15-30 lbs.			X		
Lifting / Lowering 50 -100 lbs.			X		
Lifting / Lowering 100+ lbs.				X	
Fine Hand/Eye Coordination			X		
Color Discrimination			X		
Standing			X		

**Mental Demands of Job**

	Continuous	Over 70%	Frequent	Occasional	Rarely
Concentration on detail	X				
Attention span 1+ hours on a task		X			
Ability to remember multiple tasks	X				
Oral communication		X			
Written communication		X			

**Working Environment**

	Continuous	Over 70%	Frequent	Occasional	Rarely
Exposure to extreme heat, cold, temperature fluctuations		X			
Exposure to hazardous chemicals			X		
Exposure to radiation					X
Exposure to toxins, cytotoxins, poisons					X
Other (specify)					X

The vision requirement includes close vision. May incur mental stress due to time deadlines, pressures and demands from both internal and external sources.