

## DIRECTOR OF OPERATIONS

<b>JOB TITLE</b>	<b>Director of Operations</b>
REPORTS TO (title)	General Manager
DEPARTMENT NAME	Operations

### 1. PRIMARY PURPOSE -

The Director of Operations is a key member of the Executive Team and responsible for managing the Operations Team. In partnership with the Executive Team, the Director of Operations collaborates on the development and execution of the company's strategic objectives. Areas of responsibility include the functions of manufacturing, shipping, receiving, production planning, maintenance, engineering, and purchasing. This position is responsible for the execution, continuous improvement, and budgetary objectives of assigned departments.

### 2. ESSENTIAL DUTIES AND RESPONSIBILITIES -

- Responsible for leadership and development of entire Operations organization
- Interacts with BD / Program teams to establish priorities required to meet customer requirements (quality, OTD and satisfaction)
- Responsible for operations excellence and improvement to include setting and meeting cost and profitability targets / objectives
- Responsible for the monitoring metrics, continuous improvement, and execution of operations.
- Work with Executive Team to develop the strategic plan, communicate and execute the plan, hold employees accountable to strategic objectives.
- Helps in establishment and monitoring of the AOP.
- Provides mentoring, tools, training, and accountability to operations.
- Responsible over budget control, including capital, operating expenditures, and resource costs for areas of responsibility.
- Works in conjunction with the HR Manager and GM on personnel issues.
- Responsible for annual reviews.
- Facilitates health, safety and environmental policies into daily work activities.
- Responsible to implement, promote, review, and continually improve the effectiveness of the Quality Management System.

### 3. OTHER DUTIES AND RESPONSIBILITIES -

- Maintain adherence to Company policies, safety/ergonomic standards and good housekeeping practices.
- Attend training as required.
- Attend Trade Shows as needed.
- Perform other duties and responsibilities as assigned.

**4. MINIMUM QUALIFICATIONS AND EXPERIENCE -**

- Bachelor's degree in Optics, Management or Engineering is preferred.
- 8-10 years professional experience that includes operations management in optics manufacturing environment.
- Strong understanding of best practices in manufacturing.
- Strategic thinker and planner, able to drive continuous improvement and achieve results.
- Ability to build effective relationships within multiple functions at all levels.
- Outstanding time management and organizational skills.
- Expertise with Lean Manufacturing, Six-Sigma, Quality Management Systems, and ISO.
- Can handle sensitive information with the highest degree of integrity and confidentiality.

**5. PHYSICAL DEMAND -**

**A. The physical effort typically applied in this job includes:**

<input checked="" type="checkbox"/>	Lifting	<input checked="" type="checkbox"/>	Pulling	<input checked="" type="checkbox"/>	Reaching
<input checked="" type="checkbox"/>	Carrying	<input checked="" type="checkbox"/>	Pushing		Shoveling
	Other (specify)			<input checked="" type="checkbox"/>	Keying/typing

**B. Check the box that best reflects the amount of effort typically applied and the frequency of application:**

Amount of Effort Applied	% of Time Effort is Applied			
	Less than 15%	15% to 40%	40% to 70%	More than 70%
Less than 1lb.				<input checked="" type="checkbox"/>
Between 1 & 5 lbs.			<input checked="" type="checkbox"/>	
Between 5 & 25 lbs.		<input checked="" type="checkbox"/>		
Between 25 & 60 lbs.	<input checked="" type="checkbox"/>			
More than 60 lbs.	<input checked="" type="checkbox"/>			

**C. The effort reflected in the above chart is typically applied in the following work positions:**

<input checked="" type="checkbox"/> Sitting	<input checked="" type="checkbox"/> Standing	<input checked="" type="checkbox"/> Walking
<input type="checkbox"/> Stooping	<input checked="" type="checkbox"/> Bending	<input type="checkbox"/> Confined
<input type="checkbox"/> Other (specify)		

**6. MENTAL OR VISUAL DEMAND -**

<input type="checkbox"/>	Occasional mental and/or visual attention; the operation performed is either close to being automatic or the duties require attention only at long intervals.
<input type="checkbox"/>	Frequent mental and/or visual attention; the flow of work is either intermittent or the operation involves waiting for a machine or process to complete a cycle with intermittent checking or inspection involved.
<input type="checkbox"/>	Continuous mental and/or visual attention; the work is either repetitive or diversified requiring constant alertness to monitor the production process and/or identify defects.
<input type="checkbox"/>	Concentrated mental and/or visual attention; the work involves performing complex tasks to very close accuracy and quality specifications; or a high degree of hand and eye coordination for sustained periods.

<input checked="" type="checkbox"/>	Intense and/or exacting mental and/or visual attention; the work involves visualizing, planning, laying out, or otherwise performing very involved and complex work.
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## 7. WORKING CONDITIONS -

A. Identify the kinds of disagreeable elements incumbent would typically be exposed to in the work area:

<input checked="" type="checkbox"/> Dust	<input type="checkbox"/> Dirt	<input type="checkbox"/> Heat	<input type="checkbox"/> Cold
<input checked="" type="checkbox"/> Fumes (Some)	<input checked="" type="checkbox"/> Noise (Some)	<input type="checkbox"/> Vibration	<input type="checkbox"/> Water
<input type="checkbox"/> Other (specify)			

B. Check the statement below that best describes the physical surroundings or conditions under which the job is typically performed and the extent of exposure to the disagreeable elements noted above:

<input type="checkbox"/>	The job is typically performed under very comfortable working conditions; any disagreeable elements are generally absent during normal performance of job.
<input checked="" type="checkbox"/>	Work is typically performed under reasonably good working conditions; while exposure to any or all of the above elements may occur, such exposure is generally not present to the extent of being disagreeable.
<input type="checkbox"/>	The job is often performed under somewhat disagreeable working conditions; exposure to any or all of the above elements is likely, with at least one present to the extent of being disagreeable.
<input type="checkbox"/>	The job is continuously performed under disagreeable working conditions; exposure to any or all of the above elements is probable, with several being present to the extent of being objectionable.
<input type="checkbox"/>	Work is continuously performed under extremely disagreeable working conditions; exposure to many objectionable elements is both continuous and intensive.

## 8. ATTENDANCE -

Compliance with general company standards is acceptable.

## 9. SAFETY -

Compliance with general company standards is acceptable.

## 10. FLSA STATUS -

EXEMPT

## 11. EEO CLASSIFICATION -

<input checked="" type="checkbox"/> Official/Manager (1)	<input type="checkbox"/> Professional (2)	<input type="checkbox"/> Technician (3)	<input type="checkbox"/> Sales (4)
<input type="checkbox"/> Administrative Support Workers (5)	<input type="checkbox"/> Craft Worker (6)	<input type="checkbox"/> Operative (7)	<input type="checkbox"/> Laborer (8)
<input type="checkbox"/> Service Worker (9)			

## 12. SIGNATURES & DATES -

<i>Immediate Supervisor</i>	<i>Date:</i>	<i>Next Level of Management</i>	<i>Date:</i>
<i>Human Resources</i>	<i>Date:</i>	<i>Employee</i>	<i>Date:</i>