

Department Manager

Location: Oconto, WI
Reports to: Senior Management
Schedule: Full-time | 6:00AM to 2:30PM | Monday through Friday
Comp | Benefits: Based on experience | Health, Life, Dental, 401(k), Vacation, Paid Holidays, Profit Sharing

POSITION DESCRIPTION

This is an on-floor leadership position which manages a department of 15 employees across two building locations (walking distance). The department sets up and operates various types of vacuum thermoforming machines. The DM oversees production scheduling, team personnel, and on-time delivery targets. The DM implements lean manufacturing strategy and strives to improve department efficiency and output. Previous managerial experience in a manufacturing environment is required. Responsibilities include but are not limited to those described herein.

RESPONSIBILITIES

- Manage daily activities to ensure department meets company policy and procedures.
- Ensure a neat, organized, and safe work environment is maintained according to guidelines and standards.
- Oversee personnel activity to ensure ideal work flow.
- Foster a department culture of urgency, efficiency, teamwork, and strict attention to quality.
- Coordinate production scheduling and requirements with team leads, Plant Manager, and Customer Service.
- Schedule daily machine setup in an effective, efficient manner according to work order releases.
- Manage frequent production schedule changes, delegate priorities, and ensure production deadlines are upheld.
- Manage material usage, defective material, and scrap recording.
- Supervise mold inspection and coordinate mold repairs.
- Strive to grow in understanding of the vacuum thermoforming process, and of individual machine function.
- Monitor upkeep of equipment and coordinate general maintenance of equipment and work area.
- Work closely with other Supervisors and top management to troubleshoot cross-departmental issues.
- Recommend changes to improve production, efficiency, and processes within the department and plant-wide.
- Participate in weekly management meetings to review newly engineered parts, future orders, and in-process jobs.
- Approve employee time off and contribute to performance reviews.
- Assist in onboarding new employees and encourage ongoing professional development.

PREFERRED QUALIFICATIONS

- Management or supervision experience in a manufacturing environment is required.
- Must be thoroughly comfortable using a computer, and using Microsoft Outlook and Excel. Experience using manufacturing production software is a strong plus.
- Experience training and implementing lean manufacturing strategies is a strong plus.
- Mechanical engineering education and/or experience is a strong plus. Plastics experience is a strong plus.
- Strong troubleshooting, problem-solving, and mechanical skills.
- Ability to lift up to 50lbs. and stand for long periods of time.
- Ability to work in an indoor environment with warm summer temperatures and humidity.

PREFERRED ATTRIBUTES

- Progressive mindset, with the desire to grow within a custom, customer-driven manufacturing culture.
- Strong interpersonal skills. Effective leader, communicator, and delegator. Works well with all personality types.
- Ability to perform under pressure and thrive in a fast-paced environment.
- Team player with positive, flexible, willing attitude. Driven to succeed and achieve business objectives.
- Ability to prioritize daily tasks. Highly organized and detail oriented. Effectiveness time management skills.



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ABOUT LETOURNEAU PLASTICS, INC.

LeTourneau Plastics, Inc. has been a pioneer in custom vacuum thermoforming of plastic components for over 50 years. Using virtually 80% recycled material, the company specializes in producing and assembling high quality cosmetic parts for a wide variety of industries within the United States and internationally; transportation, aviation, agriculture, food service, lawn and garden, recreation, health care, marine, etc. The company also assists in the design of parts to reduce tooling expense and minimize cost for customers. The 140,000-sq.ft. facility in Oconto, Wisconsin includes two manufacturing plants, warehousing, office space, pattern and tooling shop with six milling centers, 15 forming machines, two 3-axis CNC routers, and nine 5-axis CNC routers. As a third-generation-owned company, success and consistent growth has developed from a commitment to building enduring relationships with customers and surrounding communities.