



## Director of Operations

---

### Job Description

<b>Department:</b>	Administrative 01
<b>Job Status:</b>	Full-time
<b>Status:</b>	Exempt
<b>Reports to:</b>	President
<b>Corporate Office Hours:</b>	Monday – Friday, 7:00 a.m. – 5:00 p.m.
<b>Positions Supervised:</b>	Millwork Production, Quality, Maintenance

### POSITION SUMMARY

Direct, plan, implement and manage operations for the company. Create an environment of team and culture building. Primary duty is management of the company as a member of the Senior Management Team. This is a key position in the company for leadership, strategy and operations.

### ESSENTIAL FUNCTIONS

- Establish goals and reporting mechanisms to improve manufacturing efficiencies and capacities.
- Report Millwork production results weekly and monthly to appropriate team members and Senior Management.
- Continually search for new and innovative methods to increase manufacturing capacities and ensure current labor and capital are fully utilized to meet all current customer demands.
- Reduce scrap and rework and track objectives through reporting and goal setting.
- Work with all team members to continuously improve quality; establish quality goals and develop tracking mechanism to ensure improvements are being met and/or exceeded.
- Work with Production Control and sales to keep lead times at acceptable levels. Work with the Millwork Sales Manager and the sales team to understand the flow of incoming bookings to ensure Production Control is meeting sales needs.
- Maintain a safe work environment for Badger employees ensuring compliance with federal and state laws.
- Oversee compliance with the DNR, OSHA, EPA and other government agencies regarding occupational and environmental codes and regulations.
- Assess capital production equipment needs and provide suggestions and ROI calculations.
- Overall responsibility for proper maintenance of production equipment, forklifts, storage areas, grounds and building infrastructure.
- Ensure warehouse teams are accurate receiving and pulling products in a timely and efficient manner to meeting Badger's customer needs.
- Review WMS scorecard and follow-up with team members when scores are not within acceptable levels; adjust workflows as needed to improve score(s).
- Maintain communication flow with team members through periodic subject driven meetings.
- Other duties as assigned.
- This executive role requires a minimum of forty-five (45) days' written notice of resignation. The extended notice period is essential to facilitate effective knowledge transfer, succession planning, and continuity of operations.

### QUALIFICATIONS

Four (4) year degree in management or supervisory field  
5-10 years' experience in a manufacturing environment, preferably millwork.  
5+ year supervisory experience.  
Top leaders promoted from within may be able to substitute experience for education.  
Quality improvement experience preferably in lean manufacturing.  
Experience in strategic and business development.



**KNOWLEDGE, SKILLS AND ABILITIES**

- Commitment to ethical behavior and accountability.
- Knowledge in the Windows operating system, Microsoft Office (Word, Excel, Access, PowerPoint, Outlook) and payroll systems.
- Effectively manage time and prioritize multiple responsibilities.
- Strong written, verbal and interpersonal skills required including conflict resolution.
- Work independently and as a strong team member.
- Strong analytical and problem solving skills.
- The drive to achieve personal success and advancement.
- Make presentations and talk in front of an audience.
- Effectively build relationships with customers and employees at all levels.
- Make critical decisions while following company procedures.
- Exceptional work ethic, attention to detail, team orientation, and commitment to detail.
- Ability to multi-task and thrive in a fast-paced environment, including the willingness and ability to take initiative in assuming challenging and/or special projects.
- Experience in strategic planning and execution.

**PHYSICAL DEMANDS**

**Physical Abilities**

		<b>Lift/Carry</b>	
Stand	O	10 lbs or less	O
Walk	F	11-20 lbs	O
Sit	C	21-50 lbs	N
Handling/ Fingering	F	51-100 lbs	N
Reach Outward	F	Over 100 lbs	N
Reach Above Shoulder	N		
		<b>Push/Pull</b>	
Climb	N	12 lbs or less	O
Crawl	N	13-25 lbs	N
Squat or Kneel	N	26-40 lbs	N
Bend	N	41-100 lbs	N

- N (Not Applicable)** Activity is not applicable to this occupation.
- O (Occasionally)** Occupation requires this activity up to 33% of the time (0-2.5+ hrs/day)
- F (Frequently)** Occupation requires this activity from 33%-66% of the time (2.5-5.5 + hrs/day)
- C (Constantly)** Occupation requires this activity more than 66% of the time (5.5 + hrs/day)

**WORK ENVIRONMENT**

An office environment in a controlled atmosphere building.

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

The company had reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate and necessary to ensure the continued growth and development of the employee and the company.