

Since 1928



# HOWARD INDUSTRIES

*Architectural Signage Systems*

## Job Description – Exterior Fabrication/Machining Manager

### ***Education/Experience***

#### Minimum:

- A high school degree or GED equivalent is required
- Five (5) years of experience in metal fabrication and machining experience within the manufacturing industry
- Three (3) years of leadership experience

#### Preferred:

- Secondary education in drafting and design and/or the engineering field
- Five (5) years of production and leadership experience

### ***Major Responsibilities***

- Directing the team of employees for the following departments, Fabrication and CNC Machining, ensuring that all production is running per company direction
- Responsible for being the subject matter expert on all exterior sign manufacturing processes, as well as the understanding of machinery
- Have an understanding of drawings, dimensions, angles, spacing and structural stability
- Ensure that all work orders are being quality checked and that all products being completed are 100% correct and meet the company's quality standards
- Prioritize work orders with shipping date and production time
- Always thoroughly inspect your work to guarantee a superior finished product
- Hold training and continuous training programs
- Maintains the condition of your work areas, keeping it free from trash and other unnecessary equipment
- Must understand Lean Manufacturing and always be working towards continuous improvements
- Formulates new and innovative methods of product development
- Ensures all company safety policies and procedures are being followed

### ***Universal Tasks and Responsibilities***

- Exhibits and promotes behavior indicative of effective team functioning
- Maintains safe, clean and an organized workstation
- Performs any other task or assumes any additional responsibility to facilitate the manufacturing process or better the company as a whole
- Interacts with other departments' employees respectfully and effectively

## ***Competencies/Skills***

- Drafting and design
- CNC programming
- All forms of welding
- Attention to accuracy and details
- Strong leadership
- Motivation
- Must be reliable, punctual, accountable, proactive and show initiative
- Safety awareness
- Good eyesight (corrected or uncorrected) and the ability to distinguish color is necessary
- Must be organized, innovative, adaptable and possess technical aptitude
- Demonstrates impeccable attention to detail and dexterity