

HPM Building Supply

Job Description

Job title:	Director of Manufacturing	FLSA:	Exempt
Location:	Keaau	Reports to:	VP Products & Logistics
Department:	Administration	Last Updated:	10/19/2021

Job Summary

The Director of Manufacturing is an executive-level position that manages the manufacturing and distribution of company product: custom metal roofing, trusses & wall panel design and production, door shop production, wood treatment, distribution center. Communicates inspiring vision, coaches, develops and motivates team to optimum performance. The Director of Manufacturing critically evaluates manufacturing processes and makes changes to improve quality and efficiency. This role is also responsible for guiding the evolution of company's current and future manufactured products.

Essential Functions

- Communicate an inspiring vision, coach, develop and motivate manufacturing and distribution teams to optimum performance:
 - Ensure regular communication and huddles occur.
 - Celebrate wins and ownership behavior.
- Champion and ensure a safe work environment, including serving on Risk Management Committee.
- Ensure manufacturing operations deliver an experience that wows our customers.
- On a regular basis, critically evaluate and continuously improve manufacturing processes to increase quality and efficiency.
- Protect integrity of facilities and equipment through best practice preventative maintenance. Also ensure compliance with applicable laws and government agencies (e.g., OSHA, HIOSH).
- Collaboratively work with teams across company to plan out and communicate a reliable production schedule to internal customers.
- Oversee all aspects of strategic evolution of current (Custom Metal Roofing, Trusses, Wall Panels, Doors, Wood Treatment and Distribution Center) and future manufactured products/locations, including: assortment, procurement, production, merchandising, fulfillment, and marketing.
 - Develop tools to help sales teams sell manufactured products (e.g., product specs, architect guides, installation manuals, warranty process).
 - Apply current and emerging best practices.
 - Stay up to date on industry trends and capabilities, using this as the basis to introduce new manufactured products.
- Develop and achieve financial targets and budgets.
- Report to board of directors as required.
- Other projects and responsibilities may be added at company's discretion.

Job Requirements and Qualifications

Education and Training Requirements: Bachelor's degree in Business Administration, Mechanical or Industrial field or a four-year technical degree. Lean, Six Sigma, or Kaizen training/certification a plus; experience with MiTek software suite a plus.

Knowledge and Ability Requirements:

- Knowledge of building materials construction process from start to finish is preferred.
- Must have the ability to communicate clearly and concisely, verbally and in writing.
- Requires excellent presentation skills and project management capabilities.
- Must have the ability to solve complex problems.
- Strong leadership skills, ability to motivate others, resolve conflict, encourage teamwork and manage employee performance.
- Requires demonstrated growth mindset, eager to continuously learn.

Experience Requirements: 10 years of experience managing logistics, warehousing, and manufacturing operations and production.

Other Information

- Requires inter-island and mainland travel
- Requires strict adherence to safety practices

Owner Signature

Manager Signature

Owner Name (please print)

Manager Name (please print)

Date

Date

Note: We use the term "owner" instead of employee since we are 100% employee owned!