



## Operations Manager, Manufacturing

## Job Description

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Send resumes to: [HR@abrisa.com](mailto:HR@abrisa.com) Location: Torrance, Ca.

ABRISA TECHNOLOGIES ([www.abrisatechnologies.com](http://www.abrisatechnologies.com)) designs, manufactures, and distributes precision optical coating solutions and custom fabricated glass optical products via two divisions: Abris Industrial Glass, located in Santa Paula, CA and ZC&R Coatings for Optics located in Torrance, CA. Both companies are in the Los Angeles metropolitan area with 125,000 sq. ft. of manufacturing floor space and approximately 150 employees.

We are currently seeking an **Operations Manager** to join the team in Torrance, CA. We offer a competitive base **salary of \$95,000 to \$115,000** per year along with a comprehensive benefits package, including Medical, Dental, Vision, 401k, etc.

**Reports To:** General Manager

### **Purpose:**

The Operations Manager manages execution of production, equipment maintenance, production control and materials planning and other value-chain activities. Responsibilities are to ensure the efficient production of goods and services, manage direct labor force, plan production, allocate resources and coordinate execution of the value chain within the facility. The Operations Manager is responsible for schedule attainment, including on-time delivery, as well as cost, quality, training and other functions, and business process improvement within Operations.

### **Duties, Functions and Responsibilities:**

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

- Responsible for assigning labor to specific tasks, scheduling cleaning and coating technicians and other production functions to ensure capacity is efficiently deployed to necessary tasks.
- Responsible for managing on-time, high-quality, low-cost production, and shipment activities
- Responsible for balancing labor availability between functions, ensuring staffing and training
- Responsible for monitoring efficiency and utilization of resources, planning capacity and ensuring continuous improvement
- Coordinates with Production Control to plan tactical and strategic execution of the production plan.
- Manages Equipment Maintenance functions, ensuring maximum uptime for all equipment, and executes the PM schedule.
- Manage all aspects of Production Control, ensuring timely scheduling of sales orders, updates to sales order status, creation and management of work orders, database updates and other PC functions.
- Responsible for monitoring the technical performance of the production activities with the goal of responding to out of spec conditions, planning rework runs and managing material recovery efforts through baking, soaking and other rework activities.
- Responsible for on-time delivery, -enforcing company policy, managing labor relations and other operational performance metrics.

- Responsible for maintaining a safe work environment, managing the Safety Committee and encouraging continuous safety improvement
- Provide support to Quality, Engineering and Finance functions as required, including implementing corrective actions
- Assesses operational business processes for weaknesses or opportunities for improvement, and manages project to implement those improvements
- Maintain monitoring of key performance metrics for Manufacturing

### Responsibilities-Supervision and/or Leadership Exercised:

Responsible for the full range of supervisory activities including selection, training, evaluation, counseling, and disciplinary action.

### Knowledge, Skills, and Abilities:

- Must have clear focus on results, quality and safety as well as understanding the need for continuous improvement of processes.
- Must have excellent communication skills, demonstrated leadership ability, and a drive for customer satisfaction.
- Also, must be familiar with ERP systems and their use. Must be a team player, be able to think at a high level but be willing to be hands on.
- Will need to establish meaningful production metrics and drive improvement through their use.
- Must be able to effectively communicate company vision and goals to the production floor.

### Minimum Qualifications (including Education):

BS degree in an appropriate technical field. In some cases, additional experience may be allowed to substitute.

Five plus years of manufacturing experience with increasing responsibility

Two years of Operational Management experience

Minimum of total of 10 years operational experience in a high-tech manufacturing environment

Minimum of one year experience with clean room environments or similar contamination-control experience

Preferred optics experience or education

Preferred experience with thin film coating

### Licenses and Certifications Required:

APICS certification and Lean Manufacturing certification are both preferred

The following physical requirements and conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Physical Requirements:

- **Medium work:** Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

### Physical Demands:

- **Feeling:** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

- **Fingering:** Picking, pinching, typing or otherwise working, primarily with fingers rather than with whole hand or arm as in handling.
- **Grasping:** Applying pressure to an object with the fingers and palm.
- **Hearing:** Perceiving the nature of sounds at normal speaking levels with or without correction and having the ability to receive detailed information through oral communication and making fine discriminations in sound.
- **Reaching:** Extending hand(s) and arm(s) in any direction.
- **Repetitive motions:** Making substantial movements (motions) of the wrists, hands, and/or fingers.
- **Standing:** Remaining upright on the feet, particularly for sustained periods of time.
- **Talking:** Expressing or exchanging ideas by means of the spoken word; those activities where detailed or important spoken instructions must be conveyed to other workers accurately, loudly, or quickly.
- **Walking:** Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

### Visual Acuity:

- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication of parts at distances close to the eyes.

### Work Environment and other Conditions:

- PPE requirements: Steel-toed shoes and safety glasses required when in production floor as a minimum. Other PPE may be required depending on area and specific function needs.
- The worker may be subject to hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.
- The worker is not substantially exposed to adverse environmental conditions.

**Work Authorization:** Due to International Traffic in Arms Regulations (**ITAR**) and Export Administration Regulations (EAR) requirements of this position, all candidates must be presently classified as a "US Person" which includes: a United States citizen; a permanent legal resident (green card holder); or a protected individual (refugee/asylum status)

**AAP/EEO Statement:** Abris Technologies is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.

### Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

- 401(k)
- Dental insurance
- Health insurance
- Health savings account
- Life insurance

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## Operations Manager, Manufacturing

*Job Description (cont'd)*

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- Paid time off
- Tuition reimbursement
- Vision insurance

Schedule: - 8-hour shift

Work Location: In person

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