

Job Description: Floor Manager

Department	Special Projects	Location	McDonough, GA
Reports to	Plant Manager	Supervises	All positions in department

Summary:

This position is primarily responsible for the ensuring the completion of projects to customer satisfaction. This position will involve managing a team of full time and temporary employees within the department, training on individual roles as well as cross training with the other departments. You will maintain open communication with other departments and ensure your department is adhering to safety while complying with your daily operations.

Position Requirements:

- Manage department personnel and workflow activities for projects.
- Have a complete understanding of customer needs and requirements as well as communicate with plant manager and your team.
- Coordinate cross- training with the other departments, including the full time project team on staffing shortages or overages.
- Provide clear guidelines on compliance with OSHA and safety standards.
- Engage with team to establish a motivating and fulfilling work environment.
- Manage the team's performance and provide feedback when necessary.
- Analyze project management activities for gaps, and lead initiatives to develop streamlined processes and efficiencies.

Essential Duties & Responsibilities:

- Handle incoming and outgoing shipments for projects per customer specifications.
- Manage department personnel with on the spot coaching and quarterly performance evaluations ensuring compliance with DMO
- Track all worked hours within department itemizing by task while on floor monitoring
- Allocate time properly for projections for projects
- Responsible for workflow in area
- Ensure department is OSHA compliant for safety
- Ensure all personnel are trained per standards within each project
- Work with Team Lead on training new temps within department and their DMO
- Cross train Team Lead on your DMO to step in when out of plant
- Ensure team member is cross trained on Team Leader position for their DMO
- Crosstrain with TK manager on their DMO
- Communicate status and projections weekly with PM for current projects
- Communicate with PM and Customer on all missing supplies needed to complete task with time frame expectation set
- Prepare report on project status and expectations for manager meeting
- Responsible for On Call rotation

Core Competencies:

These competencies are in addition to the core competencies that all employees are expected to adhere to. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The competencies listed below are representative of the knowledge, skill, and/ or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Adaptability - Adapts to changes in the work environment; manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays or unexpected events.
- Adherence - The individual is able to establish accountability for hitting business targets; tracks progress and key metrics; and balance long term strategic objectives with short term tactical goals.
- Administration & Management - Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Change Management - Assists in implementation and communication of change effectively, builds commitment, helps manage resistance, prepares and supports those affected by change, monitors transitions and reports results. Exercises an increased finesse when carrying out complex transition plans when necessary under the direction of management.
- Continuous Improvement - Demonstrates an ongoing effort to improve production, and efficiencies by eliminating variability and improving procedures.
- Customer & Personal Service - Knowledge of principles and processes for providing customer and personal services. This includes customer expectations and satisfaction. Understands that coworkers are internal customers and delivers excellent customer service. Possesses a keen awareness of the organization's relationship with the customer and is uniquely prepared to meet customer needs in an intensely deadline driven environment with little to no supervision or direction. Adapts strategy to changing conditions, demonstrates ability to maintain strategic focus while working on the detail.
- Delegation - The individual delegates work assignments, gives authority to work independently, sets expectations and monitors delegated responsibilities.
- Initiative - Volunteers readily, undertakes self development activities, seeks increased responsibility, takes independent actions and calculated risks, looks for and takes advantage of opportunities, asks for and offers assistance when needed.
- Judgment - The individual has a willingness to make decisions, exhibits sound and accurate judgment, supports and explains reasoning for decisions, includes appropriate people in decision making process and makes timely decisions. Works well under pressure. Knows when to engage with lower level employees and supervisors alike to accomplish tasks effectively and efficiently when intervention is required.
- Health, Safety and Environment (HSE) - The individual has knowledge and understanding of requirements to meet OSHA standards.

- Management and Leadership Skills - The individual includes staff in planning, decision making, facilitating and process improvement, makes self available to staff, provides useful and motivating feedback, inspires respect and trust, motivates others to fulfill the vision, exhibits confidence in self and others, accepts and integrates feedback from others, and provides strategic feedback as needed to Plant Manager.
- Management System (Leadership) - Ensures that employees identify and report all unsafe acts, hazards, or incidents immediately and stops all activities when unsafe conditions exist. Wears and utilizes all necessary safety PPE.
- Project Management - Individual displays an intimate knowledge of project management tools, procedures, and the technical and administrative aspects of project management. Must be able to meet deadlines with tight turnaround times. Experience in developing and writing performance indicators and implementing procedures to support projects and other operational functions.
- Strategic Thinking - Understands organization's strengths and weaknesses; adapts strategy based on clients needs to changing conditions; demonstrates ability to maintain strategic focus while working on the details.

Working Environment:

The work environment characteristics described in this job description are representative of those an employee encounters while performing the essential duties and responsibilities of the position.

The continual ability to be mobile with the use of all senses is required for this position. Work requires frequent use and wear of safety equipment, operation of a computer, office equipment, forklift, light and heavy vehicles. May be exposed to fumes and noise from vehicles or equipment, and extreme heat during summer.

Physical Demands:

Occasional sitting, stationary standing, kneeling and crawling, vision for close work. Frequent walking, crouching, stooping, twisting, turn/pivoting, balancing, reaching overhead, with hands and arms, use of finger dexterity to grasp or pinch items, ability to speak and receive phone communications often. Continual climbing, pushing, pulling items up to 50 lbs and more than 50 lbs (assisted) occasionally.

Pre- Employment Screening:

Renewal Logistics requires pre employment background check as well as drug screening utilizing urinalysis collection. A positive drug test makes you ineligible for employment with Renewal Logistics.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job related instructions and to perform any other job related duties requested by any person authorized to give instructions or assignments.

