

Integra-Cast, Inc

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Job Description

Job Title: General Manager	Work Location: New Britain, CT	Department: Administration
Job Number:	Supervisor (Reports to): Chief Executive Officer / President	Supervises (Directly Oversees): 0
Status: Full-Time / Exempt	Classification: General & Administration	Revision Date: 8/2024

PURPOSE

The General Manager oversees the foundry's strategic direction, ensuring alignment with long-term goals and operational excellence. This role involves leading daily operations, managing financial performance, ensuring product quality, and maintaining compliance with health, safety, and environmental standards. The General Manager is also responsible for team development, driving continuous improvement, and fostering strong customer relationships to enhance market competitiveness and profitability.

ESSENTIAL DUTIES AND IMPORTANCE OF JOB RESPONSIBILITIES:

Most critical part of the job responsibilities; requires most of the employee's time and effort.

1. Strategic Leadership:

- Develop and implement strategic plans to achieve the company's long-term goals and objectives within the foundry.
- Provide direction and leadership to all departments within the foundry, ensuring alignment with overall business objectives.
- Identify growth opportunities and areas for improvement, driving initiatives that enhance operational efficiency, profitability, and market competitiveness.

2. Operational Management:

- Oversee daily operations of the foundry, ensuring optimal production efficiency, product quality, and on-time delivery.
- Monitor and manage the foundry's production schedules, ensuring that production targets are met or exceeded.
- Implement and maintain best practices in foundry processes, including melting, casting, molding, and finishing.

3. Financial Performance:

- Manage the foundry's budget, including cost control, resource allocation, and financial forecasting.
- Analyze financial reports and operational data to identify trends, variances, and areas of concern.
- Drive cost-saving initiatives and process improvements to enhance profitability without compromising quality.

4. Quality Assurance:

- Ensure that all products meet or exceed customer expectations and industry standards.
- Collaborate with the Quality Assurance team to develop, implement, and monitor quality control systems and procedures.
- Address and resolve any quality issues promptly, working with the production team to implement corrective actions.

5. Health, Safety, and Environmental Compliance:

- Promote a culture of safety within the foundry, ensuring compliance with all health and safety regulations.

- Oversee the implementation of safety programs, conduct regular safety audits, and address any safety concerns.
- Ensure that the foundry complies with all environmental regulations, including waste management, emissions control, and hazardous materials handling.

6. Team Management and Development:

- Lead, mentor, and develop the foundry management team, fostering a culture of continuous improvement and accountability.
- Oversee recruitment, training, and development of staff, ensuring that the team has the skills and knowledge required to meet operational goals.
- Conduct performance evaluations, provide feedback, and implement development plans to ensure team members are meeting expectations.

7. Customer Relationship Management:

- Maintain strong relationships with key customers, ensuring that their needs are met and that they are satisfied with the products and services provided.
- Work closely with the sales and customer service teams to address customer inquiries, resolve issues, and ensure a high level of customer satisfaction.
- Lead efforts to expand the customer base and explore new market opportunities.

8. Continuous Improvement:

- Drive continuous improvement initiatives across all areas of the foundry, focusing on process optimization, waste reduction, and productivity enhancement.
- Champion the implementation of Lean Manufacturing, Six Sigma, and other process improvement methodologies to streamline operations.
- Foster a culture of innovation, encouraging team members to suggest and implement new ideas that contribute to the foundry's success.

WORK EXPERIENCE / EDUCATION REQUIREMENTS:

Education:

- Bachelor's degree in Metallurgy, Materials Science, Mechanical Engineering, Industrial Engineering, or a related field required. A Master's degree in Business Administration (MBA) or a related discipline is preferred.

Experience:

- 10+ years of experience in foundry operations, with at least 5 years in a leadership or management role.
- Proven experience managing all aspects of a foundry, including production, quality, safety, and financial performance.

Technical Skills:

- Strong understanding of foundry processes, including casting, molding, melting, and finishing.
- Knowledge of Lean Manufacturing, Six Sigma, and other continuous improvement methodologies.
- Proficiency in using ERP systems, production planning software, and other relevant tools.

Soft Skills:

- Excellent leadership and team management skills, with the ability to inspire and motivate a diverse workforce.
- Strong analytical and problem-solving abilities, with a focus on results.
- Exceptional communication and interpersonal skills, with the ability to build relationships at all levels of the organization.
- Strategic thinker with a track record of successfully implementing change and driving business growth.

Certifications:

- Lean Six Sigma certification or equivalent is a plus.

COMPETENCIES

- **Strategic Thinking:** Ability to develop and implement long-term plans, identify growth opportunities, and align departmental goals with overall business objectives.
- **Operational Excellence:** Expertise in managing production processes, optimizing efficiency, and ensuring high-quality output. Proficiency in foundry operations such as melting, casting, molding, and finishing.
- **Financial Acumen:** Skilled in budget management, cost control, financial forecasting, and analyzing financial data to drive profitability and identify cost-saving opportunities.
- **Quality Management:** Strong knowledge of quality assurance practices, ability to develop and enforce quality control systems, and adept at resolving quality issues.
- **Health, Safety, and Environmental Compliance:** Expertise in maintaining safety standards, conducting safety audits, and ensuring adherence to environmental regulations.
- **Leadership and Team Development:** Proven ability to lead, mentor, and develop a management team, including recruitment, training, and performance management.
- **Customer Focus:** Ability to build and maintain strong customer relationships, address customer needs, and drive efforts to expand the customer base and explore new markets.
- **Continuous Improvement:** Commitment to driving process optimization, waste reduction, and implementing improvement methodologies such as Lean and Six Sigma.
- **Communication Skills:** Strong ability to communicate effectively with internal teams, customers, and stakeholders, ensuring clarity and collaboration.
- **Problem-Solving:** Proficiency in identifying issues, analyzing problems, and implementing effective solutions to enhance operational performance and customer satisfaction.

PHYSICAL REQUIREMENTS:

- This position involves working in both office and foundry environments.
- Regular exposure to a manufacturing environment, including noise, heat, and fumes.
- Must be able to lift up to 50 pounds occasionally and stand for extended periods.

POSITION FUNCTIONAL REQUIREMENTS (ADA)

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| 1. Standing | 5. Talking |
| 2. Walking | 6. Lifting / Carrying |
| 3. Keying | 7. Repetitive motions |
| 4. Sitting | 8. Hearing |

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.

AAP/EEO: Integra-Cast, Inc, is an Equal Opportunity/ Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protect veteran status, or any other characteristic protected by applicable Federal, state or local law.

Print Employee Name:

Employee Signature:

Date: