

**POSITION DESCRIPTION for LDMS Manager**

**IDENTIFYING INFORMATION**

**Job Title:** Lean Daily Management System Manager (LDMSM)

**Department:** Operations

**Reports To:** VP of Operations

**Regular Hours:** M-F; TBD by Supervisor

**FSLA:** Non-Exempt

**Effective Date:** July 2021

**POSITION SUMMARY**

**PURPOSE**

The provision of personnel, facilities, infrastructure and equipment to maintain and prolong operations.

**PRIMARY FUNCTIONS**

The primary function of the Lean Daily Management System Manager (LDMSM) is to lead the workforce development program by coordinating associate training in technical duties, safety, and Lean Daily Management System (LDMS). The LDMSM drives continuous improvement of our Production and Warehouse capabilities through onboarding and training of associates to ensure that their skills match production and service needs. The LDMSM also manages facility and equipment maintenance to align with regulatory, safety and LDMS requirements.

**YOUR NUMBER**

For each position, Swagelok Northern California utilizes one key metric to drive success and provide clarity in decision-making. The key metrics (“Your Number”) for this position is:

- **0 gaps between company training requirements and associate training completion.**
- **Safety - World Class Total Recordable Incident Rate (TRIR) < Industry average.**
- **0 regulatory or OSHA incidents.**

**DUTIES AND RESPONSIBILITIES**

- **Training Coordination.** The LDMSM is responsible for evaluating our training gaps against current practices and executing a training development plan complete with materials, tutorials, instructions, and learning resources such as online courses and guides. The ideal candidate will be a comfortable speaking/teaching in front of others and effective in communicating, but this role will assign and delegate instructors and course facilitations as needed. The LDMSM is responsible for improving associate performance through the selection and utilization of optimal training methodologies and platforms. Part of their responsibilities will include working with Supervisors, Leads and the engineering team to ensure that all our associates are trained and capable of using the tools and equipment provided appropriately.
  - Develop a schedule to assess training needs
  - Track and compile collected training needs data
  - Oversee the creation of training materials based on Swagelok requirements/data/experience
  - Communicate training needs and online resources to relevant associates
  - Create training strategies, initiatives, and materials

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- Contact and utilize outside vendors and resources for instructional technology (as needed)
- Create, review and continually update training materials
- Maintain a database of all training materials
- Maintain training records for all associates
- Instruct Assembly Services associates in onboarding and training
- Review associate performance and learning outcomes
- In conjunction with HR & Organizational Development Specialist, coordinate and monitor enrollment, schedules, costs, and equipment
- Assign and support the Technical Trainer(s) to conduct hands-on training of associates
- **Safety and LDMS Training.** Participate in LDMS Kaizen events, in a trainer and leadership role. Their responsibilities will include keeping all training materials up to date with current continuous improvement activities and ensure LDMS is part of the “Culture Building” onboarding curriculum. The LDMSM is also expected to actively participate as a member of the safety committee and the emergency response team.
  - Monitor company safety program to ensure safe, healthy, and accident-free work environment
  - Conduct accident Investigations, safety inspections and training as needed
  - Ensure proper use of PPE on every job performed
  - Enforce all company policies and procedures in compliance with local, state, and Cal-OSHA rules and regulations
  - Keep records of safety-related incidents and propose corrective actions as needed
  - Direct first responder’s activities for evacuations and emergencies.
  - Submit and maintain California Environmental Reporting System (CERS) reporting
  - Support Lean activities and implementation throughout the company
- **Facilities Maintenance Coordination.** Oversee company grounds, buildings, and equipment to ensure that a workspace is safe and functional through established preventive maintenance programs. In addition, responsibilities include negotiating contracts with service providers, inspecting facilities to meet safety regulations and coordinating renovations and updates, scheduling of all fleet maintenance and vehicle safety assessments.
  - Ensures fleet efficiency by completing PM's, campaigns & recalls, receiving break down reports, contacting appropriate repair facilities by updating necessary personnel of repair time frames on company vehicles.
  - Maintains the maintenance program by ensuring proper scheduling, monitoring, and coordinating repairs, anticipated delays, schedule changes, and breakdowns.
  - Provides administrative and clerical support by typing correspondence, filing, and distributing documents
  - Negotiate contracts with service providers
  - Act as project manager to coordinate renovations and upgrades.
- Strictly adhere to company philosophy, mission statement and sales goals

**EDUCATION AND EXPERIENCE**

**EDUCATION & CERTIFICATIONS**

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Bachelor's Degree or significant experience in related role (required)

Certification in Lean Manufacturing (Green Belt required, Black Belt preferred)

Certification from talent and training associations (preferred)

### WORK EXPERIENCE

- Two (2) years' previous experience as a trainer, or related position
- Ten (10) years' experiences in the Assembly Services or manufacturing environment including training (preferred)
- Experience with technologies and best practices for instructional manuals and teaching platforms (preferred)
- 5 plus years in Safety and Facilities management in a manufacturing and distribution environment.
- Experience in implementing and sustaining a LDMS workplace environment

### SKILLS & COMPETENCIES

- Proficient computer skills, Microsoft Office Suite (Word, PowerPoint, Outlook, and Excel), and instructional software
- Ability to read and analyze Blueprint/ job drawing
- Able to analyze problems and strategize for better solutions
- Organized and able to create multiple timelines, and schedules
- Good interpersonal skills and communication with all levels of management
- Able to multitask, prioritize, and manage time efficiently
- Ability to mentor and lead
- Ability to work well with multiple teams as well as team members

### ESSENTIAL VALUES FOR SUCCESS AT SWAGELOK NORTHERN CALIFORNIA

- **Respect.** Create an environment where people are trusted, respected, and treated fairly.
- **Innovation.** Challenge conventional wisdom to create new value for the customer.
- **Customer Focus.** Create value for the customer to create value for Swagelok.
- **Integrity.** Choose to do the right thing with courage and character.
- **Quality.** Provide high value and high performance in our products, processes, and services.
- **Continuous Improvement.** Consistently do things better to enhance safety, savings, and productivity.

### PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Continually required to sit or stand
- Occasionally required to move around an office, production, or warehouse environment
- Continually required to communicate with various stakeholders
- Continually required to read and view a computer screen



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- While performing the duties of this job, the noise level in the work environment is typical of an office, production, or warehouse setting.