



Miller Welding & Machine Co.

Job Description

Job Title: Planner - Scheduler
Reports to: Planning Manager
Prepared by: Tori Williams
Approved by: Eric D. Miller
Revision: 00

Department: Planning
FLSA Status: Exempt
Prepared Date: 02/20/2018
Approved Date:
Revision Date:

Summary

The on-going growth and dynamic nature of Miller Welding & Machine Co. (MWM) may require this job description to change. Changes in the job description will be at the sole discretion of management. This description is intended as an outline of the principal duties of the position; other duties may be assigned to further the interest of MWM.

This position requires the individual to maintain a positive work atmosphere by acting and communicating in a manner so that the individual gets along with customers, clients, co-workers and management, and works well in a team environment.

Function: Plan and schedule material for assigned end items and components (purchased and manufactured) to satisfy customer requirements, inventory targets, and cost objectives.

Job Requirements:

Education: Associate degree in Business Administration or related field, B.S degree preferred.

Experience: 5 years minimum experience in manufacturing, supply chain, or related fields with emphasis on planning and scheduling.

Other abilities:

- Deep knowledge of bills-of-material, routings, work centers, material planning (MRP), scheduling, dispatch lists, capacity management, item master, inventory management, customer orders, purchase orders, work orders, and date management in a manufacturing environment.
- Deep knowledge of how the above are accomplished in an ERP system.
- Working knowledge of Sales and Operations Planning preferred.
- Competent in MS Office including Word, Outlook, Excel (at least intermediate), and PowerPoint.
- APICS certification (CPIM or CSCP) and/or ISM certification (CPSM) preferred.
- Working knowledge and experience with Lean Manufacturing practices preferred.
- Excellent verbal and written communication skills.
- Flexibility in working hours as required.
- Other duties as necessary.

Key Job Elements

Weight Goals and Objectives

1. Plan and schedule material	75%	<ul style="list-style-type: none"> a) Plan material daily as driven by customer requirements and inventory targets; b) Request purchased material daily as driven by material planning and expedite purchasing as needed; c) Schedule work orders daily as driven by material planning and in compliance with S&OP level-load cell run rates ... use auto-release as appropriate; d) Assist with preparing shop packets; e) Ensure that all released work orders are material, capacity, and tooling supportable; f) Assess capacity daily/weekly to determine bottlenecks and recommend mitigating actions;
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| | | <ul style="list-style-type: none"> g) Manage daily dispatch lists to ensure each work center has a valid schedule; h) Ensure that all system due dates are valid; i) Manage inventory to ensure fill rate, conformity, and turn objectives are met; j) Ensure that all inventory parameters are set correctly (i.e. safety stock, order quantity, lead time, ABC, and others); k) Interface with Customer Service and Estimating as needed to provide planning, scheduling, and date information. |
| 2. Support related functions | 20% | <ul style="list-style-type: none"> a) Assist with the monthly S&OP process; b) Assist with the annual physical inventory; c) Provide support and feedback for maintaining accurate bills-of-material, routings, and work centers as needed; d) Periodically evaluate inventory for slow moving and obsolete items, and recommend disposition; e) Periodically perform ABC inventory analysis; f) Serve as a technical resource to team members as needed. |
| 3. Learning | 5% | <ul style="list-style-type: none"> a) Ensure a mastery of all applicable aspects of Global Shop Solutions and MS Office; b) Maintain awareness of management techniques, software and other relevant technologies being developed in the marketplace; c) Maintain awareness of best practices regarding materials management relevant to company processes. |

Supervisory Responsibilities

N/A

Work Environment

The work environment characteristics 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.

Heavy fabrication environment.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

“While performing the duties of this job, the employee is regularly required to stand and walk on a concrete floor; work in periods of cold; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, twist, crouch or crawl; talk or hear; and smell potential hazards. *The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.*”)

Safety and Workplace Organization Requirements

All safety rules, both written and verbal, must be followed. Accidents involving injuries, property damage, and spills must be reported to supervisor immediately. Near misses (close calls) must be reported as well. Workplace Organization standards must be maintained in all assigned areas. Clean work area daily.

Personal Protection Equipment (As required)

Must wear safety glasses with side shields (ANSI Z87.1-1989.)

Must wear steel-toed safety shoes (ANSI Z41-1991.)

Must wear hearing protection

Must wear hard hat

Performance Evaluation Form

Planner - Scheduler

Section I – Employee Data								
Employee's Name				Ending Fiscal Year				
Employee's Title				Performance Period				
Employee's Supervisor				Department Name				
Section II – The Overall Job								
Assessment Scale: D=Distinguished; O=Outstanding; S=Successful; DN=Development Needed; IR=Improvement Required								
Job Element	Weighting	Employee Assessment	Supervisor Assessment	Year-end Comments – Supervisor				
1.	Plan and schedule material	75%						
2.	Support related functions	20%						
3.	Learning	5%						
Section III – Core Values								
Assessment Scale: Yes or No – List examples reflecting how employee represents or misrepresents any or all								
Does the employee exemplify MWM's Core Values?								
Y/N	Accountable -							
Y/N	Respectful -							
Y/N	Coachable -							
Y/N	Honest -							
Section IV – SMART Goals for the Year (Specific, Measureable, Aligned, Realistic, Time bound)								
Assessment Scale: E=Exceeded all Expectations; AE=Achieved all/Exceeded Some; A=Achieved; PA=Partially Achieved; NA=Not Achieved								
Goals	Weighting of Goal	Employee Assessment	Supervisor Assessment	Year End Comments – Supervisor				
1.								
2.								
3.								
4.								
Section V – Employee Personal Growth								
Any Area the employee wants to improve or Supervisor believes needs improved (use more paper if necessary)								
Areas of Growth	Growth Plan Initiatives			Who	When	Status		
	1.							
	2.							
	1.							
	2.							
Section VI – Strength and Development Areas: The Job Profile (Competency Based)								
Employee identifies his/her Top Three (3) Strengths from the Job Profile								
1.			2.			3.		
Supervisor identifies the Employee's Top three (3) Strengths from the Job Profile								
Competency Name	Specific Behavioral Example (SBE)							
1.								
2.								

3.		
Employee identifies his/her Top two (2) Development Areas (Use Competency Name)		
1.		2.
Supervisor identifies the Employee's Top two (2) Development Areas from the Job Profile		
Competency Name		Specific Behavioral Example (SBE)
1.		
2.		
Section VII – Mid Year Summary		
Date of Mid-Year Discussion		
Summary of any Mid-Year discussion comments from the Supervisor		
Section VIII – Employee and Supervisor Year end Comments		
Employee Comments		
Supervisor Comments		
Section IX – Year end Signatures		
Employee		Date
Supervisor		Date
Matrix Manager (if any)		Date
Next Level of Management		Date
Human Resources		Date