



Innovative Chemical Technologies, Inc.

JOB TITLE: General Manager, Riverside

REPORTS TO: President/CEO

SUPERVISES: Production Manager, Maintenance Manager, all Operations

DEPARTMENT: Production

LOCATION: Riverside

FLSA STATUS: Exempt

EFFECTIVE DATE: May 2019

PURPOSE:

The General Manager is responsible for the profitability of the plant and all operations; oversees and directs the Production Manager with overall planning and necessary requirements to meet the demands of production and customer needs; oversees and directs the Maintenance Manager in regular preventative maintenance of vessels, mix tanks and related production equipment required to produce materials in a safe and efficient manner, according to ICT company standards and client specifications.

DUTIES/RESPONSIBILITIES:

- Strive for excellence in all work by focusing on continuous improvement, consistent work practices, and working with other co-workers for the betterment of the company while doing everything well with minimal errors or defects to ensure customer satisfaction and quality standards
- General project management: Process, organizational, safety delegation, always abreast of project statuses
- Oversees manager, supervisors, and production staff in the day-to-day performance of their jobs; plans and establishes work schedules, staffing requirements, and production sequences to maximize productivity
- Flexible, hands on
- Leads and directs staff by communicating job expectations; plans, monitors, and appraises job results; coaches, counsels and provides ongoing training
- Collaborates with EHS&S Manager to ensure all safety requirements are met and to enforce policy
- Reviews current orders and forecasting needs for orders
- Audits production and procedures
- Provides technical support for products; Interacts regularly with internal customers regarding product questions
- Budget development and oversight experience (manages equipment and labor costs)
- All other duties as assigned based on the needs of the business

JOB REQUIREMENTS:

- HS Diploma or GED
- Bachelors' Degree in Chemical Engineering highly desired
- 5 years hands-on experience managing a manufacturing facility
- Strong project management and time management skills
- Leader, with the discipline and ability to effectively manage conflict situations
- Mechanical and problem solving skills
- Must be organized and able to multitask effectively

*General Manager/Production Facilities
Revised 03.14.2019/Original 10.15.18/vvc-lw/HR*



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- Must be able to communicate clearly and concisely
- Delegates responsibilities effectively
- Must have the ability to understand and apply safe handling procedures of all materials used in the general office
- Must have the ability to apply general understanding to carry out written and verbal instructions
- Must have basic computer skills and the ability to use the following software types: spreadsheet, inventory, manufacturing, and be able to create works orders in a database software
- Intermediate math skills, ability to add, subtract, multiply, divide units of measure, using whole numbers, common fractions, and compute ratio, rate, percentages, basic algebra and geometry
- Ability to calculate figures and amounts such as discounts, interest, commissions proportions area circumference, and volume
- Must have the ability to read, analyze and interpret general business protocols, technical procedures, or governmental regulations
- Must have the ability to write reports, business correspondence, and procedural manuals
- Must be able to effectively present information and respond to questions from groups of managers, clients, and customers
- Must be able to solve problems and deal with a variety of concrete variables in situations where only limited standardization exists

EXTERNAL WORKING RELATIONSHIPS:

- Regular interaction when visitors and clients are touring facility
- Customer/Client Ambassador & liaison

INTERNAL WORKING RELATIONSHIPS:

- Regular interaction with other departments, including but not limited to QA, Maintenance, R&D, EHS&S, Engineering, Shipping/Receiving, Supply Chain, and HR

PHYSICAL DEMANDS/EQUIPMENT USE:

- Frequently standing and sitting
- Regular walking, use of hands, speaking and hearing
- Production equipment when necessary
- Knowledge and use of appropriate PPE for applicable processes
 - Chemical suits and gloves when necessary
 - Respirators and face shields when necessary, appropriate facial grooming required to ensure effectiveness
 - Safety glasses and safety shoes worn at all times
- Use of general office equipment, computer keyboard, printer, copier
- Occasional lifting of items up to 40 lbs

WORKING CONDITIONS:

- Working near moving mechanical parts, elevated areas, fumes and toxic chemicals
- Quiet to moderate noise levels, some areas require PPE use

NOTE:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The above listed are major responsibilities of this position. They are not intended to cover each aspect of the position, as the scope and duties of a given position may change, or be temporarily altered, based on the business needs of the Company. ICT, Inc. is an equal opportunity employer that values diversity at all levels. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.