



## PRODUCTION COORDINATOR Job Description & Responsibilities

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Simson-Maxwell was established in 1941 and is a leading name in the distribution of industrial engines, the manufacturing sales and service of standby and prime power generator set systems. Simson-Maxwell is internationally recognized in the power generation industry for its expertise in the custom design, engineering, sales and service of quality power generation sets and electrical control equipment under the Simmax brand name. See [www.simson-maxwell.com](http://www.simson-maxwell.com) for additional information.

### POSITION OVERVIEW:

Provide production coordination for all manufacturing at Simson-Maxwell.

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### EFFECTIVE DATE:

#### TERMS:

- Temporary Mat – Leave Fill , Full-Time, Salaried
- Monday - Friday
- Vacation entitlement: In accordance with Provincial requirements. (Vacation time cannot be taken during probationary period however vacation pay is accrued.)

### RELATIONSHIPS:

The Production Coordinator for Simson-Maxwell will develop, foster and maintain good business and/or working relationships with the following:

- President, Sales Managers, Manufacturing Manager
- All Simson-Maxwell co-workers

More specifically:

#### SUPERVISOR:

Manufacturing Manager

#### INTERNAL SUPPLIER(S):

Sales Team, Engineering

#### INTERNAL CUSTOMER(S):

Materials Management, shop floor employees

#### EXTERNAL CUSTOMER(S):

Head Office Staff, other Simson-Maxwell Branches

#### EXTERNAL SUPPLIER(S):

Sub-contractors, Suppliers

**PRODUCTION RESPONSIBILITIES:**

Capacity Planning

- Identify labour & equipment resources
- Update labour availability based on vacations, training, etc
- Calculate utilization and efficiency for rated capacity calculations
- Reflect current adjusted rated capacity
- Assist production managers in resolving capacity related issues
- Maintain adequate forward horizon on capacity plan (3 - 4 months)

Quotes

- Assist in providing estimated delivery dates for production items
- Allocate capacity for firm quotes

New Orders

- Add new orders to the production schedule via forward & backward finite scheduling
- Create routing details
- Provide sales with an order acknowledgement
- Track status/progress of new orders to engineering and materials management

Change Orders

- Track change order progress
- Remove obsolete drawings, bills of materials, instructions, etc
- Ensure use of revised production information

Released Orders

- Compile work order travellers which contain:
  - Routing Sheet
  - Drawings
  - Bill of Materials
  - Test Sheets
  - Instructions
- Release Routing Sheet on Production Board

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#### Order Status Maintenance (for all manufacturing locations)

- Maintain status (stage & step) of all production orders
- Ensure order information updated daily
- Notify appropriate personnel of late orders, etc...

#### Production Meetings (with all manufacturing locations)

- Conduct weekly production meetings with appropriate personnel
- Update production schedule accordingly

#### Completed Orders (for all manufacturing locations)

- Update production schedule with shipment detail
- Dispose of unneeded work order traveller paperwork
- Provide production managers with feedback provided by shop floor employees
- Provide sales with shipment/completion confirmation
- Archive production orders (remove from schedule)
- Close and transfer work orders

#### Order Entry

- Creating work orders in the SILK system
- Create individual job folders in the sales archive
- Ensure that proper information for purchasing major components is passed to the materials team
- Copy relevant order information onto the production schedule
- Closing of work orders

#### Other Duties:

- Provide monthly forecast of expected production revenue
- Post production related information (capacity chart, etc...) on communication board
- Ensure production data is backed up daily
- Other related duties as assigned

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#### **KEY PERFORMANCE INDICATORS:**

- Accuracy of Order Acknowledgement Delivery Dates
- Minimization of Work In Progress
- Attendance and tardiness records
- Participation in improvement opportunities
- Ability to foster good working relationships
- Ability to perform job duties in a timely and efficient manner
- Ability to maintain a safe and tidy work environment



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### QUALIFICATIONS:

#### EDUCATION:

- CPIM or equivalent, Operations Management Diploma an asset
- Experience with using NAV Systems
- Utilization of MS Office, intermediate – expert in Excel

#### EXPERIENCE:

- One to two years experience in and engineer-to-order / job shop work environment
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### ACKNOWLEDGEMENT:

I have read and understood this job description.

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Employee's Signature	Employee's Printed Name	Date Signed
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Manager's Signature	Manager's Printed Name	Date Signed
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### **PRIORITIES:**

#### **DAILY:**

#### **MORNING UPDATE (AM):**

1. Update current step for all work-in-progress (mechanical, electrical)
2. Remove completed work orders (move to archive)
3. Delete past production day from schedule
4. Update labour availability based on attendance, vacations, training, etc
5. Assist production managers in resolving capacity related issues (OT, re-scheduling)

#### **CRITICAL PRIORITIES (take precedent at any time after morning update):**

1. **Process change orders (replace obsolete drawings, bills of materials, instructions, etc)**
2. **Upon receipt of purchased item or completion of production item, update work order to "Move to Stock" or "Ready to Ship" Remove Routing Sheet from Production Board. Create Packing List and forward to shipper. Move WO envelope to "Order Complete" in production office.**
3. **Upon message from engineering, print Drawings, BOMs, Test Sheets, etc. Save all drawings and BOMs to the Job File. Update work order to "Materials Availability" status on production schedule and forward WO envelope to materials department.**
4. **Allocate capacity for firm quotes and provide estimated delivery dates for production items**
5. **Update work orders based on update on materials, labour, etc....**

#### **PRIORITIES AFTER CRITICAL ITEMS:**

1. Upon receipt of completed packing list (PDF), save in job file. Enter shipment information on production schedule. Provide sales rep with shipment confirmation and save in job file.
2. Upon receipt from materials availability, update work order to "Scheduling" status. Create routing details from labour estimating spreadsheet (if applicable). Forward or backward schedule to determine production start date and promise date. Provide sales rep with order acknowledgement and save in job file. Sign WO envelope.
3. Upon message of kit picked complete, update work order to "Ready for Production" status on production schedule. When appropriate, update production start date and release Routing Sheet on Production Board & on bin of parts.
4. If applicable, update work order to "Purchasing" status and file WO envelope in production office **OR** Print Materials Kit Tag, compile traveller package and forward to kitting. Update work order to "Production Kitting" status. File WO envelope in production office.
5. Upon receipt of envelope from Order Entry, copy order from Order Entry spreadsheet, update work order to "Engineering" status on production schedule and file WO envelope in production office.



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### Time permitting:

Review and follow up on production kitting expected to complete the next day.  
Review and request ETA for work orders in Engineering greater than 3 days

### WEEKLY:

1. Attend weekly safety toolbox meeting
2. Review adjustment for future time off in gross labour hour tables
3. Prepare production schedule and load/capacity charts for production meeting
4. Update production schedule after production meeting to reflect updates, etc...

### MONTHLY:

1. Prepare monthly unit production summary
2. Prepare delivery performance statistics
3. Prepare production capacity summary (info & charts)
4. Calculate and update utilization and efficiency for rated capacity calculations
5. Maintain adequate forward horizon on capacity plan (add next month to spreadsheet and chart)