

**“SAMPLE”
Organization Name
Position Description**

Position Title:	Division:
Location:	Department:
Date:	Incumbent:

PRIMARY FOCUS

Accountable for achieving the manufacturing schedules in all three plants in adherence to established quality standards and within agreed-upon cost levels. The incumbent is also accountable for the effective operation of the Research Centre and the provision of industrial and design engineering services for the Company.

JOB CONTEXT

The Vice-President’s major challenges are related to both present operations and future planning and require close liaison with other members of management, particularly marketing management personnel and U.S. corporate manufacturing and engineering executives. The incumbent’s major problem areas are quality and cost control and labour relations. The control of labour cost is very important since labour constitutes, in total, about a third of total production expenditures.

The sales orientation of the Company imposes a special demand on the Vice-President to obtain maximum productivity in the plants yet with appropriate regard for customer needs since approximately 75% of production is for existing customer orders and just 25% for inventory. The available engineering and technical expertise in the Company is in short supply and places a special pressure on the Vice-President to ensure that it is being used for maximum benefit.

SPECIFIC ACCOUNTABILITIES

- Ensure adequate and orderly growth of manufacturing facilities to meet domestic and export requirements through development and implementation of long-range facilities plans.
- Ensure the delivery of all products in accordance with quality and cost standards on schedule through the effective direction of all plants.
- Ensure the latest engineering techniques and developments are incorporated into manufacturing schedules as soon as they are economically practical.
- Contribute to future corporate product development through the effective direction and motivation of Research Centre personnel.

Organization Structure (Org Chart attached)

Reports to: President
Direct Reports: Director of Engineering,
 Director of Research and Development

DIMENSIONS

Total Organization Budget	
Total Organization Payroll	
Total Organization Employees	
Total Organization FTE’s	

	FTE’s	Budget
VP or equivalent		
Immediate supervisor of this position		
This position		

WORKING CONDITIONS

Physical Effort- The job is essentially sedentary although travel across the country and to the U.S.A. occurs, on average, a couple of times a month and involves hours of sitting in cramped airplanes and/or long drives by car.

Physical Environment- Work is generally conducted in a pleasant office environment. However, long distance travel by car and plane occurs a couple of times monthly and there are many other frequent shorter trips by car, so exposure to weather conditions and road hazards is unavoidable.

Sensory Attention- The job requires detailed review of written documents covering a variety of subjects relevant to Manufacturing, Engineering, and Research issues and results; a number of these can be very technical (e.g. engineering drawings), requiring a strong focus on details. Much of the time is spent in meetings with individuals or groups, including customers, where focused listening is required.

Mental Stress- There is continuous pressure from various sources for results. The pressure becomes pronounced on occasion and may be accompanied by confrontation or other unpleasant interactions, especially with union representatives and sometimes other staff and occasionally with customers. There is a regular demand for decisions and actions, many of which are taken with limited information and unpredictable outcomes.

APPROVAL SIGNATURES

Incumbent _____
 Date _____
 Supervisor _____
 Date _____