

MONARCH CEMENT OF IOWA

Job Description General Manager

REPORTS TO: President

NOTE: Statements included in this description are intended to reflect the general duties and responsibilities of the position and are not intended to be all inclusive.

JOB SUMMARY (This is an Exempt Position)

The General Manager is responsible for the management, direction and coordination of sales and plant operations, maintenance of production and related facilities. Ensures focus on plant and company objectives, goals and strategic plans. Ensures compliance with labor agreements, safety concerns, environmental, employment, and other requirements of the company and various regulatory bodies. Develops and implements effective standards for production that are timely and cost effective, meeting quality and shipping needs of customers.

ESSENTIAL FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Essential functions include, but are not limited to:

- Oversees the daily workflow of the Plant.
- Recruits, interviews, hires and trains staff.
- Performs constructive and timely performance evaluations.
- Handles discipline and termination of employees in accordance with company policy.
- Establishes, implements, and communicates the strategic direction of operations in the Plant.
- Collaborates with executive leadership to develop and meet company goals while providing expertise and guidance on operations, projects and systems.
- Identifies, recommends, and implements new processes, technologies, and systems to improve and streamline organizational process and use of resources and materials.
- Ensures that operational decisions and projects such as those for staffing, development, organization, material efficiency, hardware acquisitions, and facilities are in line with the organization's business plan and vision.
- Establishes, communicates, implements operations-related policies, standards, and security measures to ensure effective and consistent support and execution.
- Reviews and approves cost-control reports, cost estimates, and staffing requirements for projects.
- Establishes and administers a budget.
- Presents periodic performance reports and metrics to the President.
- Maintains knowledge of emerging technologies and trends in operations.
- Identifies training needs and ensures proper training is developed and provided.
- Performs other duties, as assigned.

COMPETENCIES

- Excellent verbal and written communication skills.
- Strong supervisory and leadership skills.
- Extensive knowledge of the principles, practices, procedures, and best practices in the industry.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Able to manage and motivate individuals.
- Interpersonal skills including conflict resolution.
- Self-starter with exceptional organizational skills.
- Maintain concentration and be detail oriented.
- Good problem solving and analytical skills.
- Must be willing to learn and adapt to operational needs.
- Proficient computer skills and related software.

EDUCATION AND EXPERIENCE REQUIRED

Required Education and Experience:

- Bachelor's degree in Business Administration, Logistics, Engineering or other related industry-related field, or an equivalent combination of education and experience that will provide the skills to perform the required duties.
- At least 10 years of industry-related experience including three years in upper management.

Additional Eligibility Qualifications:

- Availability and willingness to work flexible hours including nights and weekends to meet operational needs
- Must have a valid driver's license.

Other Duties:

Please note that this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

PHYSICAL DEMANDS **General Manager**

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.

Work Environment: The work environment characteristics are representative of those an employee may encounter while performing the essential functions of this job. A percentage of time will be spent indoors and outdoors.

While performing the duties of this job, the employee is regularly required to:

- Exert up to 25 pounds of force occasionally, and/or
- 0 – 15 pounds of force frequently, and/or
- A negligible amount of force constantly to move objects

Position Type/Expected Hours of Work:

This is a full-time position. Standard days and hours of work, including additional time as may be needed.

Travel:

Some travel to various locations, meetings or seminars along with other travel may be required.