



POSITION DESCRIPTION

POSITION TITLE: Production Manager

FLSA Status: Exempt

DEPARTMENT: Pueblo Production

REPORTING RELATIONSHIPS

POSITION REPORTS TO: Director of Production

POSITIONS SUPERVISED: Chemical Operators, Fill Line Operators, Shipping & Receiving, and Maintenance Technicians

POSITION PURPOSE

The Production Manager is responsible for overseeing daily operations within Bona's Pueblo manufacturing facility to ensure production goals are met safely, efficiently, and in compliance with all quality and ISO standards. This position leads and supports production staff by providing clear direction, hands-on training, and active supervision on the manufacturing floor. This individual ensures that all Standard Operating Procedures (SOPs) and safety policies are consistently followed and is highly proficient with all equipment and machinery and ensures they are operated and maintained properly to meet production standards. This individual plays a key role in budgeting, cost-control, and resource planning efforts to drive operational efficiency and alignment with overall objectives. The Production Manager also serves as a point of contact for questions and clarification and partners closely with Human Resources and the Director of Production to support training, performance feedback, and team development and contributes to a positive team atmosphere.

POSITION QUALIFICATIONS AND JOB DUTIES

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

1. High school diploma and/or equivalent workexperience; Associate or Bachelor's Degree is a plus
2. 3+ years of experience in manufacturing operations in a leadership or supervisory role
3. Knowledge of mechanical, electrical, and chemical production processes and safety regulations (OSHA, EPA, etc.) is highly desirable
4. Demonstrated ability to lead process improvement projects and implement standard operating procedures (SOPs)
5. Experience with budgeting, cost control, P&L, and resource allocation within a production environment
6. Extensive working knowledge of PC functions and Microsoft Office programs including Word, Excel, Outlook, PowerPoint, etc. – SAP experience is a plus
7. Excellent communication and interpersonal skills with the ability to build relationships across departments and all levels of the organization
8. Strong problem-solving, decision-making, and organizational skills with attention to detail
9. Ability to work both independently and collaboratively in a fast-paced manufacturing environment

JOB DUTIES:

1. Maintain expert knowledge of plant equipment and manufacturing processes and collaborate with the Director of Production to implement and uphold quality, ISO, and continuous improvement standards.
2. Work closely with the Quality Control department to ensure product quality meets internal and external standards.
3. Schedule personnel and manage shift coverage to meet production demands.
4. Monitor, maintain, and coordinate maintenance and repair of plant equipment to minimize downtime and maximize productivity.
5. Lead and manage daily chemical production operations, ensuring targets for output, quality, and cost efficiency are consistently met
6. Ensure compliance with Standard Operating Procedures (SOPs), safety regulations, and environmental standards.
7. Serve as the on-site liaison between the Pueblo production facility and Human Resources regarding employee processes, staffing needs, and workplace matters.
8. Approve timesheets, overtime requests, and requests for paid time off.
9. Conduct weekly safety meetings and ensure compliance with all SH&E (Safety, Health & Environment) requirements.
10. Partner with Director of Production to lead and/or support major quality improvement projects.
11. Ensure compliance with ISO standards, APEN, Stormwater, and Spill Prevention plans, as well as all local, state, and federal regulations.
12. Provide ongoing training, coaching, and feedback for all supervised employees to ensure skill development, safety compliance, and operational consistency
13. Lead root cause analysis and implement corrective and preventive actions to address quality issues and drive continuous process improvement.
14. Analyze production data to identify performance trends, process inefficiencies, and opportunities for optimization.
15. Prepare and deliver regular reports summarizing production performance, downtime, maintenance activities, and key operational metrics (KPIs) for leadership review.
16. Oversee raw material inventory and usage to ensure adequate supply levels, accuracy, and minimal waste.
17. Able and willing to work necessary hours to meet all project deadlines; travel when necessary.
18. Develop mutually beneficial, respectful, and effective relationships with peers to ensure seamless coordination between departments, maximize synergy, and maintain a shared vision, strategy, and focus.
19. Oversees and contributes to the development and continual improvement of the SHEQ Management System(s).
20. Other Duties – Please note, this job description is not designed to cover or contain a comprehensive listing of 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.

CORE COMPETENCIES

1. **Professionalism** – Upholds organizational values, demonstrates sound business ethics, works with integrity and ethically in all situations, and always treats others with respect and consideration regardless of their

status or position. Accepts responsibility for actions, reacts well under pressure, follows through on commitments, and demonstrates consistency between words and actions.

2. **Diligence** – Perseveres in accomplishing tasks or objectives and maintains a sense of urgency about getting results.
3. **Develop Relationships** – Builds and maintains relationships that incorporate cooperation, trust, and respect by devoting the appropriate time and energy to facilitate business transactions. Relates to others while building credibility and rapport, communicates in an honest and straightforward manner, and maintains networks.
4. **Active Communications (Verbal, Written, Listening Skills)** – Clearly expresses ideas, information, and concerns both verbally and in written format in both positive and negative situations. Actively listens, offers full attention when others speak, gives verbal and nonverbal cues of interest, asks questions for clarification, and paraphrases to ensure understanding. Actively seeks and disseminates information from and to a variety of sources, accepts responsibility for ensuring that people have the current and accurate information needed for success, and asks questions to open channels of communication. Demonstrates group presentation skills, presents information and numerical data effectively, and actively participates in meetings.
5. **Attention to Detail** – Completes work in a thorough and complete manner, provides detailed information, and tracks details at all times.
6. **Composure** – Maintains emotional control even under ambiguous or stressful circumstances, including unrealistic expectations, pressing time demands, frustrations, or interpersonal conflict. Demonstrates emotions appropriate to the situation, focuses on solving conflict, and continues performing steadily and effectively.
7. **Responsiveness** – Takes action to meet the needs of others, responds timely without supervision, and minimizes delays.
8. **Productivity** – Meets or exceeds productivity standards, completes work in a timely manner, and strives to increase productivity.
9. **Problem Solving & Decision Making** – Able to identify problems, solve them, and show good judgment by isolating causes from symptoms, gathering information from a variety of sources, compiling information and solutions, involving others as appropriate, readily committing to action, and making decisions that reflect sound judgment in a timely manner. Able to identify and choose between multiple options, work well in-group problem solving situations, understand consequences of potential decisions, and support and explain reasoning for decisions.
10. **Supervise Performance** – Along with the department manager, actively participates in recruiting and selecting candidates, coaching, clearly communicating established goals, using objective means to monitor progress towards those goals, offering clear, direct, and timely feedback, and provides training, direction, and support as needed. Successfully redirects performance that falls short of expectations, confronts negative behavior, and builds morale and/or escalates all concerns to the attention of management. Provides the level of guidance and supervision appropriate to the circumstances, rewards team behavior and fosters a team atmosphere in the workplace. Communicates and implements approved process improvements. Takes responsibility for subordinates' activities, makes self-available to staff during business hours, and continually works to improve supervisory skills.
11. **Safety** – Ensures a safe working environment for employees by providing training, enforcing safety policies

and procedures, following safety policies and procedures under all circumstances, and reporting potentially unsafe conditions.

12. **Results Oriented** – Maintains an appropriate focus on short- and long-term goals, outcomes, and accomplishments, conveys a sense of urgency to make things happen, and displays a sense of urgency about getting results. Motivated by achievement and persist until the goal is reached.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS

1. Must be able to remain in a stationary position 25% of the time.
2. Must be able to bend, climb stairs, and continuously stand or walk 75% of the time.
3. Must be able to physically run all manufacturing equipment and machines within the plant.
4. Must be able to position self to reach all areas of machine, including under and above.
5. Must be able to lift and carry 15-25 pounds and frequently move equipment weighing up to 50 pounds.
6. Must be able to communicate effectively by listening and in both written and verbal forms.

WORK ENVIRONMENT

1. Generally, works in a manufacturing environment but is also required to perform job duties in a typical office setting.
2. This position regularly requires large amounts of time to be spent using manufacturing equipment, which generally entails regular and repetitive motions along with exposure to loud noises.
3. This position also requires some amount of time to be spent using computer equipment, which entails regular and repetitive motions.
4. Will regularly be exposed to fumes, airborne particles, and chemicals. All safety procedures should be adhered to in each of these situations.

EQUAL OPPORTUNITY EMPLOYER

Compensation Range: \$85,000 to \$95,000 per year

Bona offers a competitive total rewards package including 401k with employer match, PTO, medical, dental, vision, life, and disability insurance, career advancement opportunities, and a broad range of other benefits. Learn more about our open positions and employee benefits at <https://www.bona.com/en-us/about-bona/work-with-us/>

For more information regarding our total rewards package, please see our [Employee Benefits Handbook](#). Please note, benefits are re-evaluated on an annual basis and are subject to change.

Compensation for the role will depend on several factors, including a candidate's qualifications, skills, competencies, and experience, and may fall outside of the range provided. The compensation range listed above may encompass base salary, performance-based bonuses, and commission opportunities, if applicable.

Bona provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Bona maintains a drug-free workplace and performs pre-employment drug screens and background verification checks.

SIGNATURES

This job description has been approved by all levels of management.

Manager Signature: _____ **Date:** _____

Human Resources Signature: _____ **Date:** _____

The employee signature below constitutes the employee's understanding of the requirements, essential functions, and duties of the position.

Employee Signature: _____ **Date:** _____

Bona US is an at-will employer. Therefore, both the employee and the employer retain the option of ending the employment relationship with the Company at any time, with or without notice or cause. Neither this document nor any other oral or written representations may be considered a contract for any specific period of time.