

## **Manager of Operations**

Job Location – Queensbury, NY

### **JOB SUMMARY:**

#### **Responsibilities:**

Reporting to the General Manager, the Operations Manager ensures maximum utilization of equipment oversees or performs the scheduling and processing of product consistent with the customers' time-frame and quality requirements. May supervise a Process Supervisor. Ensure that all operations meet or exceed regulatory and Company standards. Most frequently found in Sterigenics' larger facilities.

### **Responsibilities**

- Ensures that all product runs are scheduled and run in a manner consistent with the customers' turn-time and quality requirements
- Maintains proper segregation of processed and non-processed product at all times
- Coordinates downtime for preventative maintenance with the Maintenance Department
- Reviews and approves all final processing data prior to certification to ensure that cycle times or loading patterns are in compliance with customer specifications
- Approves system configuration logs on a daily basis; reviews source movement logs (Gamma) and temperature and humidity logs (EO) for accuracy
- Verifies that all instrumentation had been calibrated before use
- Prepares month end report that details system performance
- Provides direction and support for the Process Supervisor and/or Shift Supervisors, routine feedback on performance issues and information pertaining to the operation
- Maintains proper documentation and adherence to requirements including:
  - Physical counts
  - Product segregation
  - Palletizing patterns
  - Special handling requirements
  - Damage reports
  - Company procedures
- Reviews and approves weekly payroll hours
- Responsible for the training of all operations employees

- Assists with other tasks and special projects as assigned by the General Manager.
- SUPERVISION GIVEN: Supervises the work of others.

### **Qualifications**

- Bachelor's Degree or equivalent combination of education and experience
- Five (5) years' experience in a production environment with two (2) years of supervisory experience preferred
- Must be able to read, write and speak fluent English
- Must be willing to work established shifts
- Intermediate Microsoft Office skills
- Must be willing to carry a pager and be available 24/7 in the event of an emergency

### **Special Requirements:**

- Must be medically approved for respirator use (EO and e-Beam)
- Must be able to tolerate exposure to high temperatures and high humidity (120F and 60% RH for 20 minutes) (EO)

### **Training Required:**

- Must complete all required training for a "Process Supervisor" outlined in the training manual.