



ALBERTA BEVERAGE CONTAINER
RECYCLING CORPORATION

POSITION PROFILE	
Position Title:	Plant Manager - Calgary
Reports to:	Vice President Operations
Date Revised:	May 2023

In this key role, the Plant Manager is responsible for the leadership and management of plant operations while adhering to Company Standard Operating Procedures (SOPs) and Policies and maintaining service levels in accordance with contractual agreements. In addition, the Plant Manager will be a key contributor to the annual budget planning and execution of performance to ensure the facility achieves high performance levels.

KEY FUNCTIONS & ACCOUNTABILITIES

Key Responsibilities (but are not limited to):

- Provide leadership for the successful day-to-day operation of the facility. Expectation of 10-20% on the floor time. Communicate results with Senior Management
- Ensure superior safety, maintenance and housekeeping programs are promoted and enforced
- Meet or exceed budget and key performance indicators
- Effectively manage short-term and long-term labor efficiencies according to ongoing and scheduled plant demands
- Establish an effective management system to increase the efficiency and productivity in the management of warehouses and inventories
- Identify and recommend improvements to processes to maximize space utilization/layout and equipment usage.
- Ensure accurate and timely preparation and submission of all reports, documentation, and records regarding plant operations to Senior Management
- Contribute to improving, communicating, and enforcing all operational SOPs
- Monitor employee requests and review/approve the bi-weekly union payroll register. Make necessary changes to employee timesheets as necessary for the correct payout.

Internal Communications and key relationships

Senior Management: (Discussion is generally of an operational nature and can be sensitive and confidential and can occur daily, weekly, or as required.)

- A key contributor to the annual operational budget planning process.
- A key contributor to quarterly review package.
- Review progress on operational performance re: Performance Targets, KRAs and Performance Improvement Objectives.
- Engage and seek the participation of Senior Management in operational initiatives intended to leverage efficiency process improvements.

Operational Supervisors: (daily)

- Act in a leadership role to monitor and review progress on operational performance re: Performance Targets, KRAs and Performance Improvement Objectives
- Ensure all policies and procedures are met and reviewed for improvements; and

- Give guidance for staff training and Best Practices and ensuring performance reviews are effective in helping individual improve performance of his/her roles and responsibilities.

Health & Safety Supervisor: (daily)

- Act in a leadership role to monitor and review progress on safety performance re: Performance Targets, KRAs and Performance Improvement Objectives
- Ensure all policies and procedures are met and reviewed for improvements; and
- Give guidance for staff training and Best Practices and ensuring performance reviews are effective in helping individual improve performance of his/her roles and responsibilities.

Plant Staff: (daily)

- Act in a leadership role to monitor and review progress on operational performance re: KPIs and Performance Targets and KRAs and Performance Improvement Objectives
- Ensure all policies and procedures are met and reviewed for improvements; and
- Give guidance for staff training and Best Practices and ensuring performance reviews are effective in helping individual improve performance of his/her roles and responsibilities.

Finance: (As needed)

- As needed, provide and/or exchange sensitive technical and operational information to support preparation of monthly and quarterly reports.

External Communications and key relationships

Contractors/Vendors/Carriers: (daily)

- Explaining, influencing, persuading, and exchanging information regarding technical and operational execution and activities.

Union: (as needed)

- Explaining, influencing, persuading, and exchanging information regarding technical and operational information and explain, interpret, influence, persuade.

EDUCATION AND TRAINING

The Plant Manager should possess a bachelor's degree in related field or five years' plant/general management experience in a manufacturing environment

EXPERIENCE

At least:

- Five (5) plus years of experience in a fast-paced, large volume, high-intensity environment, with strong focus on meeting/exceeding measurable metrics
- Three (3) plus years' experience managing a full budget process
- Three (3) plus years' experience implementing continuous improvement programs

KNOWLEDGE, SKILLS AND BEHAVIOURS

- Leadership; leads by example. The manager will be required to quickly earn respect and loyalty even when making difficult decisions
- Strong interpersonal skills; the manager must be able to speak with employees, other department managers and senior management

- Readiness to evaluate alternatives and make decisions even when all information required is not available
- Understanding of management principles, including finance, health and safety, inventory management, quality and HR. Ensure compliance to company policies, procedures, and standards
- Capacity to manage improvements – identify problems, their causes, and practical solutions
- Critical thinking and Intellectual capabilities to analyze difficult business problems, getting to the root cause of the problems and generating workable solutions in line with objectives
- Initiative and drive, candidate must have a willingness initiate and drive these until results are achieved
- Exposure with managing a union environment with seasonal fluctuations
- Intermediate knowledge level of Word, Excel, and PowerPoint

WORKING CONDITIONS

Physical demands: Majority of work hours are in the office handling administration items at a desk, using office equipment. However, a portion of time can be spent on the facility floor and attending meetings. Occasional lifting of supplies and materials.

Environmental Conditions: Manage multiple priorities and tasks and may experience interruptions. The position requires excellent organizational and time management skills, and precise attention to details.

Mental Demands: Must gain a good understanding of Operations requirements with an appreciation of diverse stakeholder interests. Always managing competing priorities.

Travel Demands: There is not a significant requirement for travel. However, the Plant Manager may go on Depot visits and/or travel for meetings or participate in collective bargaining.