



# Creek Indian Enterprises Development Authority

## Muskogee Technology RFT Position Open: Until Filled

### **SAFETY & PROCESS IMPROVEMENT MANAGER OF MUSKOGEE TECHNOLOGY**

The Safety & Process Improvement Manager of Muskogee Technology serves a dual-primary function to develop, prepare, establish, and enforce all aspects of health and safety plans in accordance with OSHA guidelines, CIEDA policy, adherence to law, and industry standard work related safe practices. Also concurrently responsible for all business process improvements (BPI) to systematically organize and optimize manufacturing processes necessary to achieve and sustain maximum efficiencies in all aspects of manufacturing operations and with exclusive purpose to identify and facilitate process improvement measures.

### **CIEDA PURPOSE**

We secure our Tribe's future by optimizing returns on funds and natural resources entrusted to us by the Council. We empower talented leaders to focus their energy and build profitable organizations by adding value with our capital and management expertise to high potential business ventures. This creates opportunities for our Tribe and generates wealth thereby leaving a lasting legacy.

### **REPORTING RELATIONSHIP**

The Safety & Process Improvement Manager of Muskogee Technology shall report directly to the President/CEO of Muskogee Technology.

### **DUTIES AND RESPONSIBILITIES**

- Conducts frequent job site audits to review and enforce safety standards, personnel practices, and equipment functions over multiple shifts of operations.
- Conducts thorough and frequent analysis of OSHA and all applicable regulatory agency standards, to ensure Muskogee Technology is operating at a high level of health and safety excellence. Works in direct communication with the Poarch Band of Creek Indians Environmental Director for any/all aspects of environmental regulatory matters related to manufacturing operations.
- Conducts all forklift training for new hires and periodic forklift training regiments as determined appropriate for operations and/or required by State Law, and responsible for the development and retention of required records.
- Responsible for all accident reports in accordance with CIEDA policy, injury case studies, incident metrics, incident inquiries, and associated documentation/record retention for internal operations.
- Responsible for all aspects necessary to develop and conduct safety training sessions, establish training regiments, create training marketing materials, and coordination for all of Muskogee Technology operations over multiple shifts. Works directly with the President/CEO, CIEDA HR Department, and the PBCI Legal Department for assistance related to establishing internal work related policies and procedures in accordance with OSHA standards and applicable work related law.
- Provides proactive and pre-emptive guidance to the Muskogee Technology President/CEO regarding health and safety standards that need to be implemented and enforced to ensure the success and longevity of daily operations. Conducts root-cause analysis' to determine metrics, troubleshoot manufacturing/operations/assembly issues, material flow, production capacities, and process documentation for any single point of failure (SPOF) related to operations.
- Drives value streaming, continuous improvement processes such as 5S standards, Kaizen, and TPM (total preventative maintenance) projects with responsibilities of facilitation, data collection, and record retention.
- Directly responsible to establish and promote the culture of electronic data collection and analytics related to lean manufacturing practices within manufacturing operations, and works diligently to enable and maintain these systems.
- Directly responsible to establish and facilitate preventative maintenance schedules for all machinery and equipment; to include, original equipment manufacturers (OEM) specifications, record retention, annual preventative maintenance (PM) budget forecasting, and tracking machine reliability in relation to OEM machine capacities.
- Provides real time data and analytics, and in close association with the Contracts Officer for non-productive labor (NPL), regarding all aspects of Manufacturing Operations to the Muskogee Technology Director of Operations for all matters related to manufacturing personnel or machine inefficiencies; such as, employee time tracking, individual employee performance metrics, machine downtime, and machine performance capabilities vs performance as a detached resource to operations and non-biased independent party.

- Performs other duties as assigned by the Director of Operations or President/CEO of Muskogee Technology.

## **QUALIFICATIONS**

- Bachelor's Degree in Environmental Health & Safety, Business, Manufacturing or closely related field with a focus on Continuous Improvement or Lean Manufacturing or six (6) years' verifiable related employment experience or a combination of education and verifiable related employment experience required.
- Two (2) years' verifiable related employment supervisory experience with direct reports that involve scheduling of staff, budgeting, or project management required.
- Three (3) years' verifiable related employment experience closely related to safety program management in a front line manufacturing, automated production field or industrial field required.
- Demonstrated ability to work independently in a fast pace production environment while working with case sensitive information, and serve in a data driven platform where developing and reporting fact-based analytics is the primary purpose and focus.
- Demonstrated ability of independently developing, scheduling, and conducting safety meetings and training sessions for multiple shifts of operations.
- Must possess the ability to independently perform Six Sigma responsibilities related to manufacturing process such as: 5-why, 5-S, TPM (total productive maintenance), Pareto Charts, Spaghetti Diagrams, etc. necessary to implement measurement-based strategies that focus on process improvement and variation reduction.
- Must possess the ability to independently conduct powered industrial truck (forklift) training per OSHA 1910.178 operator training standard, as well as, develop, implement, and maintain OSHA required daily inspection checklists. Must possess an OSHA approved Forklift Trainer Certification and/or must be obtained within (90) days from date of hire and maintained as a condition of employment.
- Must possess prior experience working in a strict confidential setting where controlled documents or proprietary data is a part of operations.
- In depth knowledge of OSHA and applicable industry work practices related to manufacturing with the ability to train, influence, and motivate a safe workplace required.
- OSHA 10 credit required. OSHA 30 required and/or must be obtained within (120) days from date of hire as a condition of employment.
- Demonstrated ability to communicate effectively both verbally and in writing. Must be able to communicate with employees, the general-public, vendors and customers, and all levels of management, while maintaining professionalism, tact, and respect.
- Strong organizational, process development, leadership, and facilitation skills required.
- Must have a high level of skill and knowledge of computers with ability to work in a Windows environment with various software programs such as Word, PPT, and Excel.
- Must possess a valid state driver's license.
- Ability to comply with all other requirements as specified within the management level CIEDA Personnel Policies and Procedures.

**C.I.E.D.A. HR Department 100 Brookwood Road, Atmore, AL 36502**

**Phone: (251) 368-0819 Fax: (251) 446-7018 Office Hrs. 7:30 am – 4:00 pm**

Apply online [www.CIEJobs.com](http://www.CIEJobs.com) Email: [HR@pcicie.com](mailto:HR@pcicie.com)

**PREFERENCE SHALL BE GIVEN IN ACCORDANCE WITH THE TRIBAL EMPLOYMENT RIGHTS ORDINANCE / CIEDA is a DFWP.**

***Complaints about the recruitment or selection process for employment should be directed in writing to the office of the President/CEO of CIEDA.***