

Protecting the Vulnerable™



POSITION SPECIFICATIONS

Manger – Manufacturing (Lakewood Manufacturing –
Second shift)
29-January-2021



ABOUT OUR COMPANY

Mesa Laboratories, Inc. (Mesa) is a global technology innovator committed to solving some of the most critical quality control and analytical challenges in the pharmaceutical, healthcare, industrial safety, environmental, food and beverage industries. Mesa offers products and services through four divisions (Sterilization and Disinfection Control, Instruments, Cold Chain Monitoring and Cold Chain Packaging), which help our customers ensure product integrity, increase patient and worker safety, and improve quality of life.

Today, each of Mesa's products and services play a role in ensuring the safety and efficacy of the products we use every day. No matter if it's the environment, products or people, Mesa is committed to Protecting the Vulnerable™.

Founded in 1982, Mesa went public in 1984. After 10 years of more than 15% growth per year, the company now has revenue approaching \$100M and a market cap of approximately \$750M. Our growth is attributed to the 350+ dedicated employees who follow our customer-focused, lean-based value system, called *The Mesa Way!*. The Mesa Way! is based on four pillars that drive our work every day:

Measure what Matters: We take the customer's perspective, our "True North", both to measure what matters most to customers and to set absolute standards for performance. We manage to leading indicators, which drive us to proactively avoid problems.

Empower Teams: We move decision making as close to the customer as possible and provide the structure and real time communication forum to align the whole organization behind surpassing customer expectations.

Steadily Improve: We leverage a common and proven set of lean-based tools to prioritize our biggest opportunities, address those opportunities at root cause, and quickly implement change.

Always Learn: We ensure that improvements are sustained, enabling us to raise performance expectations and repeat the cycle of improvement. Equally, this cycle strengthens the Mesa team by providing endless learning opportunities for our employees and helps us to become an employer of choice in our communities.

Mesa Labs is located in the Denver area. [Learn on what Denver has to offer here.](#)

Position: **MANAGER – MANUFACTURING (Lakewood Instrument Assembly – second shift)**

Posting expires 31-Mar-2021.

Posting Expiration: Screening of resumes will begin **IMMEDIATELY**; to ensure full consideration, resumes must be received by **5:00 pm MT on 31-Mar-2021**.

Position and Version #:

Location of Position: Lakewood, CO

Reporting Relationship: This position reports to the Lakewood Operations Director

Job Classification: Salaried

Supervisory Responsibilities: Yes (Instrument Assembly, Calibration and depot service)

Scope of Position: This position is directly responsible for providing the leadership, operational expertise, quality, and staff oversight for the manufacturing value stream. This role will drive daily manufacturing initiatives and operational efficiency of the production and service value streams and work with Senior Management to develop the applicable Standard Operating Procedures (SOPs) to manufacture and service instruments.

This position plans, schedules, and manages one or more manufacturing production processes. Oversees and maintains quality control measures to ensure high quality product. Assists with planning and directing an efficient layout of equipment and flow of materials. Ensures manufacturing performance, volume and quality goals are met by utilizing efficient methods and maintaining appropriate staffing levels. Manages subordinate staff in the day-to-day performance of their jobs.

The right candidate takes a customer first mindset and is focused on driving growth through excellence in operations.

Essential Duties Core duties and responsibilities include, but are not limited to, the following:

- Model personal Lean Philosophy in creating a continuously improving, clean, well-organized and self-maintaining work environment. Work closely with team members and others to motivate and improve 5S knowledge and implementation.
- Follow a continuous improvement approach for team accountability for achieving high performance SQDCM (Safety, Quality, Delivery, Cost, & Morale) targets through a visual work environment.
- Comply with company ethics, code of conduct, policies, and best practices, with a commitment to safety in the workplace, valuing of diversity, and promotion of a harassment-free environment.
- Oversee and manage production ensuring operations supports growing demand.
- Ensure operations comply with all regulations, policies, and procedures relating to safety, security, and health.
- Ensure consistency and efficacy of product through quality control testing and procedures.
- Adopt and promote a high energy culture that stresses close communication and teamwork among all labs and departments.
- Ensure best practices exist for recruiting, hiring and training teams on procedures.
- Provide subject matter expertise for evaluating procurement of equipment and best practices.
- Research analytical methodology to ensure they meet or exceed industry standards.
- Manage all the data and tracking to ensure that the operation is compliant with government regulations, audits, and customer requirements
- Perform other duties as assigned by management.

Professional Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The categories listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

- 2 or more years managing employees in a professional or manufacturing environment
- Lab and electronics experience is preferred
- Proven strategic experience in overseeing all aspects of professional production environments including equipment handling, production operations, processing, and execution
- Experience in managing a production cell, coordinating supplies, and maintaining equipment
- Experience with creating and implementing Good Manufacturing Practices (GMP) preferred
- Demonstrated experience in organizational development, personnel management, budget and resource development, and strategic planning
- Proven expertise managing others, recruitment practices, training and on-boarding with history of success as a manager
- Familiarity with OSHA guidelines for dealing with hazardous chemicals
- Knowledge of production best practices including data entry, cleanliness, and systems
- Any equivalent combination of education and experience

Skills, Knowledge and Abilities:

- Communication proficiency (written and oral)
- Leadership
- Technical capability
- Performance management
- Problem solving/analysis
- Advanced knowledge and skill with Microsoft Office programs
- Effective communication skills
- Ability to work in a team environment
- Ability to focus on continuous improvement
- Ability to take initiative and leadership on projects and tasks
- Ability to meet deadlines

The Mesa Way! Expectations: This position is a **Senior Professional** focused on individual accountability, teamwork, and cross-functional collaboration. Leadership by example at every level. Proactive daily management.

Pillar #1 – Measure What Matters

- **Customer Centric & Game Plan** - Always gathers customer insights and shares with team. Understands external and internal trends, and their impact from a customer perspective. Continually searches for ways to increase customer satisfaction. Displays strong degree of customer empathy.
- **Critical Few** – Effectively seeks the right problems to be solved, balancing immediate improvement vs. long-term breakthrough/new muscle. Proactively develops and executes improvement plans to meet annual objectives.
- **Clear Direction and Buy In** – Simplifies complexity to enable broader involvement, team understanding, and buy-in.

The Mesa Way!
Expectations (continued):

- **Stretch Goals That Drive Innovation** – Sets high expectations for team and self. Celebrates success and solves the "what" of the performance gaps vs. "who." Maintains team motivation.

Pillar #2 – Empower Teams

- **Ownership at Point of Impact** – Recruits, evaluates and hires strong people who fit, can excel, and have a passion to win. The Mesa Way! Embraces diversity, actively scouts for new Mesa talent. Create an environment of ownership by the team at the point of impact. Hiring the right candidates and develop.
- **Coach vs. Direct** – Demonstrates situational awareness and is not intimidated by conflict. Creates an entrepreneurial environment that allows for mistakes for the opportunity of learning. Directly confronts issues that derail the team advancement. Consistently treats people fairly, with respect and provides candid feedback in a timely manner. Promotes stretch/growth and understands the importance of coaching for the long-term investment.

The Mesa Way!
Expectations:

Pillar #2 – Empower Teams (continued)

- **Fact Based Decisions** – Deepen the culture of decision-making through the Mesa Way criteria. Create and foster the environment, set the example, and course correct when needed.
- **Proactive and Urgent** – Relentlessly identifies the critical few and prioritizes them. Expeditiously brings complete closure. Turns strategies/opportunities into actionable plans. Matches approach to the urgency/importance of the situation. Ensures that the holistic perspectives are leveraged.

Pillar #3 – Steadily Improve

- **Seeks a Better Way** – Models behavior of using visible metrics to measure and manage the team, outcomes, resources, and own time. Empower and coach team to solve problems. Selects the appropriate Lean tool for the problem to be solved. Drives Kaizen events as sponsor and actively contributes to cross-functional / BU initiatives. Recognizes and celebrates successes.
- **Problem Solve to Root Cause** – Effectively selects the right problems to be solved balancing immediate improvement vs. long term breakthrough / new muscle. Proactively develops and executes improvement plans to meet annual objectives. Precisely scopes and define problems. Ensures solutions balance immediate actions (go do's) and process improvements. Effectively leverage data and logic / 5 Why's to get to root cause. Does not jump to solutions. Displays rigorous A3 Thinking skills to solve most important problems. Constructs effective teams to solve problems at root cause.
- **Experiment** – Seeks and finds opportunities for improvement; generates more ideas than can be actioned. Can delineate market feedback on execution and design. Continues to learn and refine initiative throughout commercialization phase.
- **Bias for Action** – Balances fact-based decision making with learning-by-doing. Entrepreneurial. Knows when/how to cut off debate and initiate experiments to gain real world feedback. Maintains bias for action with logical framework to ensure feedback is leverageable. Not afraid to try and fail.

Pillar #4 – Always Learn

- **High Expectations** – Sets high expectations for team and self. Celebrates success and solves the "what" of the performance gaps vs. "who." Maintains team motivation.
- **Transparent Two-Way Communication** – Direct and honest, presents the truth transparently and with respect. Willing to admit mistakes as an opportunity for growth and improvement. Presents the unvarnished truth in a respectful and helpful

manner. Promotes an environment that fosters safe and open communication without fear of retribution.

**The Mesa Way!
Expectations (continued):**

- ***Passion for Teaching and Learning and Continuous Feedback*** – Direct and honest, presents the truth transparently and with respect. Willing to admit mistakes as an opportunity for growth and improvement. Presents the unvarnished truth in a respectful and helpful manner. Promotes an environment that fosters safe and open communication without fear of retribution.
- ***Humility and Self Awareness*** – Balances their individual leadership style with Mesa norms while remaining authentic. Demonstrates humility with team. Seeks feedback from peers and team. Understands root cause of feedback. Supports others in providing honest feedback. Not afraid to stand alone and make a case, however supports the team's decision. Mindful of impact on others. Maintains a constructive and positive atmosphere at all times.

Physical Demands: While performing the duties of this job, the employee is regularly required to stand or sit for extended periods of time. If reasonable, requests regarding ergonomic concerns will be considered. For individuals with disabilities, accommodations may be made to perform the essential functions. Frequent lifting up to 50 pounds is required.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This is a high volume, high energy manufacturing facility that works to meet manufacturing deadlines. An enthusiastic, positive attitude is highly encouraged and conducive to a productive successful atmosphere. Common sense judgments and problem solving is desirable. Must have the ability to handle repetitious and tedious job functions.

A typical office environment and biological laboratory environment comprise the bulk of the work environment for this position. The noise level in the work environment is moderately quiet.

Compensation: Salary, incentive bonuses, equity and benefits will be offered commensurate with the successful candidate's experience and qualifications. Benefits include medical, dental, vision, life, accidental death and dismemberment, short term and long term disability, Paid Time Off, paid holidays, 401k retirement with company match.

- \$85,000 - \$105,000

Contact: Human Resources | Jordan.dean@mesalabs.com | 303-987-8000

How to Apply: Submit current resume/CV to this [link](#).

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Mesa Labs is an Equal Employment Opportunity Employer.

Mesa Labor prohibits unlawful discrimination and harassment against applicants or employees based on age, race, sex, color, religion, creed, national origin or ancestry, disability, military status, sexual orientation, or any other status protected by applicable state or local law.

