



The Production Manager oversees the majority of jobs in production for the company. Specific responsibilities include pre-construction preparation, creating and revising project schedules and production goals, ordering materials, site supervision and inspection, supervision of field staff, and initiation and application of all production related paperwork and processes. The Production Manager is also an estimator. The Production Manager directly supervises the Lead Carpenters/Site Supervisors, and reports directly to the Vice-President. The Production Manager is a new position in March, 2006.

### **OBJECTIVES:**

1. The Production Manager along with the Lead Carpenter(s), coordinates all labor, materials, and sub-contractors for most jobs in all phases of production.
2. Represents the company for all production related items from job mobilization to close-out.
3. Handles \$1,000,000 to \$1,500,000 annually in remodeling volume.
4. Estimates remodeling jobs and assists others in completing estimates.

### **POSITION REOUREMENTS:**

1. Minimum five (5) years of full-time experience in Construction/Project Management with increasing management and supervisory responsibility and experience.
2. Professional degree, preferably in Construction Management/Technology or equivalent experience.
3. Hands-on experience in residential and commercial remodeling either as a Carpenter, Lead Carpenter, or other trades person.
4. Working knowledge of commercial and residential construction methods, techniques, and systems; and building codes including local, BOCA, and IBC. Must have a working knowledge of building trades including plumbing, electrical, and HVAC, and know basic code requirements.
5. Proven track record of producing remodeling jobs on schedule and within budgetary goals.
6. Experience estimating remodeling jobs including ability to: comprehend blueprints, do accurate material takeoffs, use various estimating models (RSMMeans, Hometech, ProEst, etc.).
7. Has worked successfully in companies with sophisticated systems. Is detail, process, and systems oriented; organized and uses a time management system; and understands the importance of follow thru & follow-up.
8. Proficient in use of MS Word, Excel, Project; estimating software; and other computer programs commonly used in the remodeling industry.
9. Effective communication (non-verbal, verbal, and written), job coordination, supervisory, organization, and management skills. Excellent problem solving abilities, proven ability to be a multi-tasker and decision maker.
10. Working knowledge of business and accounting principles / practices, or the aptitude to learn; along with a strong aptitude in math and statistics.
11. The ability to interact and communicate appropriately with supervisor(s) and other management team members, the crew, subcontractors, and customers.
12. Must be willing to be a team player; learn, follow, and enforce company policies and standards; suggest innovations; work alone; embrace new duties and responsibilities; be customer service oriented; and to teach and mentor others.
13. Be punctual, loyal, safety and goal oriented, organized and detail oriented, and have good personal appearance and habits.
14. Valid Pennsylvania Driver's License and clean driving record. Medical card, and Class II driver's license preferred.

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### **POSITION RESPONSIBILITIES:**

#### **45% Management of all Jobs and Jobsites:**

1. Responsible for all Pre-Construction Preparation either through direct involvement during the sales process, or via information once a job is sold, the PM develops a complete understanding of the job from available verbal and written information including: blueprints, specifications, and budgets/Negotiated Estimates/bids.
2. Builds each projects's Job Book.
3. Creates job schedules, pre-orders materials, creates job-site staging and tracking lists, and holds pre-construction site meetings.
4. Meets or exceeds production goals by empowering Lead Carpenters to produce jobs through use of all production documents and progress assessments.
5. Schedules all employees and sub-contractors. Coordinates needs with other members of the production team who need employees or sub-contractors on jobs.
6. Obtains sub-contractor bids, reviews for accuracy and completeness, and upon approval releases Contracts and negotiates and approves Change Orders.
7. Is responsible for placement and removal of Company job signage including logo sign(s), do not enter, safety and other job-site management and advertising signage.
8. Is responsible, along with the Lead Carpenter to meet neighbors and communicate company process and point of communication.
9. Visits each job-site weekly to inspect for scope compliance, safety, work progression, and completion of all production related paperwork.
10. Assigns work to the Materials Acquisition Specialist, and insures that material runs are not completed unnecessarily by others. Coordinates receiving of materials at the shop complex.
11. Ensures compliance of all company rules, regulations, policies, and agreements.

#### **10% Problem Identification and Resolution:**

1. Handles the majority of the day to day problems encountered in production including materials, labor, scope of work questions, site issues, etc. Responds to requests for un-scheduled site visits to understand and resolve questions/problems.
2. Works with the President, Vice-President, and Office Manager to handle problems and communicate efficiently.
3. Works with the sales lead on a particular job to identify and resolve problems related to scope, materials, cost, and timeline.
4. Keeps detailed notes and redlines production documents for periodic review and revisions and makes recommendations for updates on forms and processes.

#### **15% Financial Management, Cost Control/Containment and Accounting:**

1. Has review and approval responsibilities on all proposed jobs in the estimating phase and detailed on the Proposal Review Checklist. Identifies budgetary concerns in the estimating phase.
2. Tracks production costs for each/all jobs balanced against scheduled costs. Periodically reviews job costs with other Management Team members.
3. Coordinates and tracks material overages and returns caused by over ordering or defects; insure credit to account, and adjust budget values to prevent cost overruns.
4. Reviews various accounts on a monthly basis to ensure adherence to company policies, proper costing, and to prevent fraud. Signs off on invoices for payment approval or identifies problems for follow-up.
5. Works with others to maintain accurate and up to date financial documents including the Job History and WIP. Reviews and approves bi-weekly payroll.
6. In conjunction with the Vice-President and Office Manager, performs job autopsies to identify what worked and what went wrong and create/revise systems and procedures to prevent reoccurrence of the problem(s).

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### **15% Customer Relations:**

1. Schedules and runs pre-construction meeting(s) with customers and the Lead Carpenter to be assigned to a specific job.
2. During the course of the job, the Production Manager will be the Customer's SPOC with the office. Meets with the Customer to discuss updates, changes in scope, Change Orders, timelines, and progression.
3. Develop and promote effective communication to balance time spent with the customer and the job to enhance the project's schedule, and budget.
4. Promote customer comfort and satisfaction, protection of customer's property, and actions that signify concern and respect.
5. Works with other management team members to submit applications for payment and collect deposit, draw and final payments.

### **15% Supervision:**

1. The Production Manager supervises the employee field staff and sub-contractors. Works with the management team to address problematic behavior.
2. Identify situations needing either praise or disciplinary action. Refers serious infractions or repetitive violations/problematic behavior(s) to the Vice-President.
3. Maintains employee files with the Office Manager for field staff and sub-contractors.
4. Makes recommendations for training needs and topics; attends and presents information.
5. Makes recommendations for and is involved with hiring, promoting, and termination decisions.
6. Evaluates field staff, provides verbal feedback on successes, challenges, and failures.

### **WORK HOURS AND SCHEDULE:**

1. The Production Manager works from 7:30 am to 4:30 pm.
2. Under normal conditions, the position is anticipated to be a 40 hour per week commitment. Periodically, the job will require extra effort and time.
3. The work schedule may be altered when off-shift work is required to complete contracted jobs.

### **COMPENSATION:**

1. The Production Manager is a full-time, salaried position.
2. Salary and benefits commensurate with experience.
3. Compensation package may include, wages, paid time off for sick days and vacation, paid holidays, medical and dental coverage, 401-K plan, uniforms (company shirts), a company vehicle, and mileage reimbursement.