



## Production Manager Job Description

The Production Manager is responsible for the entire production process of the company. He coordinates all activities related to the actual remodeling or construction of jobs. The Production Manager is responsible for completing each job on time, on budget and with a high level of quality. The Production Manager will represent the company for all production related items. Complete customer satisfaction is the ultimate goal.

### PRE REQUISITES:

- Minimum of five (5) years, full- time experience in managing residential remodeling projects
- Professional degree, preferably in Construction Management or equivalent
- Hands-on experience in residential remodeling as a carpenter or other trades person.
- Proficient with MS OFFICE and project management software
- Excellent communication skills
- Working knowledge of residential construction methods, techniques and systems; and building codes

### POSITION RESPONSIBILITIES:

#### **Production Planning**

- Reviews proposals / contracts for feasibility, cost and schedule issues
- On going evaluation of subcontractors
- Responsible for obtaining permits

#### **Management of Jobs**

- Responsible for a complete understanding of the job from available verbal and written information including: blueprints, specifications and bids
- Insures that each job site is visited daily by a company representative to monitor job progress, quality, safety, cleanliness and site security
- Creates job schedules, orders materials and schedules sub contractors
- Conducts a pre-construction meeting at the start of each job
- Responsible for emailing daily Job Report to customers
- Maintains job log for each active job
- Conducts regular project review meetings with customers

- Responsible for change orders: scope, cost, documentation and customer approval
- Responsible for punch list and job completion

#### **Financial / Cost Management**

- Identifies cost concerns in the estimating phase
- Tracks actual costs against estimates and coordinates with sales and accounting
- Approves invoices for payment

#### **Supervision**

- Ensures compliance with all company rules, policies and agreements
- Supervises field staff and subcontractors
- Evaluates quality at each production step
- Document company procedures and train employees and subcontractors

#### **Work Hours and Schedule**

- We work with customers from 8:00 am to 5:00 pm on weekdays.
- The position is anticipated to be a 40 hour per week commitment. Periodically the job will require additional time.