

IRONS BROTHERS CONSTRUCTIONS, INC.
DIRECTOR OF PRODUCTION
JOB DESCRIPTION



Job Title: Director of Production	Job Description Revision Date: 01/7/2021
Reports To: General Manager	Date Reviewed by Employee: _____

Our company believes that each employee makes a significant contribution to our success. This job description is designed to outline primary duties, qualifications and scope of work. It is our expectation that each employee will offer their services wherever and whenever reasonably necessary to ensure the overall success of our team and Company.

Job Summary

The Director of Production is responsible for the overall operation and oversight of production and production team members on all projects to ensure they are completed within the proposed schedule and budget. This includes, but is not limited to the overseeing, guiding, managing, scheduling and training of Company production teams (lead carpenters/project managers, carpenters, apprentices, and laborers), as well as tradespeople. The Director of Production is also responsible for creating and cultivating an inspiring environment that encourages teamwork and collaboration while demonstrating the Company's values to achieve the overall mission.

Job Functions & Responsibilities

These are a list of generalized job functions & responsibilities:

SCHEDULING

- Ensure all projects are completed within the proposed schedule
- Manage production staff schedules
- Review and approve all project schedules
- Oversee Critical Path for projects
- Confirm all Lead Carpenter's responsibilities are being performed
- Support team as needed to facilitate project schedule, ie: schedule/ meet inspectors & trades onsite

TRADE PARTNERS

- Maintain & nourish relationships with existing trade partners
- Acquiring new trade partners as needed
- Evaluate subcontractor performance in field
- Subcontractor Guidelines and policies enforcement
- Review and approve trade work orders as needed for construction
- Assist Lead Carpenters with Trade/Subcontractor management & scheduling

PROJECT SUPERVISION

- Ensure all projects are completed within the proposed budget.
- Review, oversee, and track Change Orders and their process, billing, and schedule impact
- Approve material take offs and ordering
- Complete structural construction take-offs as requested
- Obtain or verify required permits are posted onsite prior to commencement of work
- Perform on-site job visits to monitor progress of construction (bi-weekly at each job in progress)
- Read and implement plans, drawings, and specifications

- Complete Quality Control Checklists onsite during construction
- Ensure photography of job site progression
- Create punch-lists and work performance lists for Project Managers as needed based on project needs
- Maintain Quality Control and oversight of Production Team and Trade Partners at all jobs under construction

WARRANTY WORK

- Facilitate/ manage all warranty work with production team and project developers as needed to achieve a 2-week turnaround time.

MEETINGS

- Lead and conduct weekly Production meeting (Generally, Monday 7:45-9:00am)
- Provide job status updates at weekly Admin/Sales meetings (Generally, Tuesday 9:00-10:00am)
- Support project developers at consultation appointments, design meetings, and client meetings as needed
- Attend onsite client appointments and create proposal/estimate with project developers for all construction-only non-design leads and repeat clients.
- Support Production and Project developers as needed with bi-weekly client check-in (project/progress review meetings)

MANAGEMENT OF STAFF

- Identify and facilitate training needs for production team
- Inspire and motivate production team
- Provide on-the-spot coaching, counseling and performance improvement
- Partner and collaborate with General Manager regarding production staffing and performance management, ie: hiring, performance reviews, progressive discipline, etc.
- Scheduling and distribution of job site labor and management– oversees project managers/lead carpenters, carpenters, apprentices, and contract labor
- Enforcement of Company policies, procedures and standards
- Create & modify Standard Operating Procedures as requested
- Review, evaluate, and oversee Production team’s time-entry and daily log documentation

EVENTS AND EQUIPMENT

- Management and maintenance of distribution of Company owned tools, equipment, and vehicles
- Management of office & showroom maintenance
- Management and maintenance of event displays, including set up, tear down, and storage
- Event presentation support, including speaking as industry expert
- Active participant in Company events, home/trade shows, showroom events, home tours, community philanthropy

SALES

- Partner with Project Developers in the development and review of Construction proposals and Change Orders
- Assist and verify project proposals based on scope of work and construction needs
- Verify and approve all Change Orders / Additional Work Orders prior to submitting to Project Development staff for distribution, ordering, and scheduling

- Work directly with architects & designers as needed pre, during, and post construction
- Assist in forecasting & assigning Project Managers/Lead Carpenters to future projects

Behavioral Commitments

By demonstrating the Company's Core Values, provide professional, reliable, and outstanding quality construction services in a cost-effective and timely manner which will suit our client's individual needs.

The Irons Brothers Construction, Inc. commitment to professional, reliable, outstanding services relies on all employees creating opportunities to make a difference to our clients, our community and one another.

1. Recognize and treat all clients, subcontractors, and vendors as customers *and* all staff as internal customers to actively support a culture of teamwork and collaboration.
 - Treat clients and their families like partners in determining care.
 - Treat fellow staff members like partners in providing services to clients, subcontractors and one another.
 - Demonstrate effective teamwork by understanding the work involved in the client's project and work together efficiently and effectively toward a common goal of client and employee satisfaction.
2. Establish and maintain an atmosphere of trust, honesty and respect for one another; clients, vendors, subcontractors, and staff.
 - Demonstrate active listening skills and effective problem-solving techniques.
 - Listen with an open mind and respond respectfully to all clients, subcontractor, vendor and staff questions.
 - Assume good intent; ask questions; gather facts; and identify alternative solutions.
 - Collaborate and proactively communicate with General Manager.
 - Respond quickly to client and staff requests; validate information and follow-up.
 - Maintain strict confidentiality regarding client's worksite locations and as stated in Irons Brothers Construction, Inc. policies.
3. Be accountable for effective performance and follow-through of all assigned responsibilities.
 - Complete responsibilities within designated (or agreed upon) timeframes.
 - Proactively communicate delays, problems and schedule/budget issues.
 - Take responsibility to be kept informed and work to minimize delays in processes, procedures and delivery of services.
 - Request help or assistance, as appropriate, to ensure the highest degree of client service and quality.
 - Complete responsibilities in a manner consistent with Irons Brothers Construction, Inc. goals and values.
4. Constructively surface and deal with conflict in respectful and productive ways.
 - Clearly articulates feelings, needs, wants, goals and problems that relate to performance and productivity.
 - Use active listening & be fully engaged in conversation so that issues are understood prior to taking action.
 - Surface issues related to performance and productivity as they arise or as soon as possible to ensure high client and employee satisfaction.

Job Specific Competencies:

- Capable of independently overseeing and managing all trades, including but not limited to: carpentry, framing, painting, drywall, tile setting, concrete, sheet metal, roofing, masonry, iron work, equipment operation, welding, landscaping, and general maintenance/labor.
- Excellent inspirational leadership and role-modeling skills.
- Ability to communicate well with team members (up, down and across the organization), and clients.
- Is reliable, honest and ethical.
- Strong communication skills, both written and verbal.
- Excellent organizational skills.
- Excellent customer service skills.
- Ability to work independently and productively in a team environment.
- Ability to demonstrate proper construction site safety skills. Meeting OSHA, WISHA, EPA and other regulations.
- Good problem-solving skills.
- Ability to supervise, influence and/or coordinate with all levels of subcontractors, vendors, and Irons Brothers Construction, Inc. employees.

Equipment Competencies

- Must be able to use the following
 - Computer / iPad
 - Cell Phone
 - Construction equipment as needed
- Must be proficient with Microsoft Windows and Office 365, which includes, but is not limited to navigating in a Windows environment; using web browser software and send/receive e-mail via Microsoft Outlook and attach files as needed.
- Must possess skills to operate fax/copy/scanner equipment.

Nature of Work

Works collaboratively with the General Manager and other team members throughout the design, sales, build and warranty process. Able to work independently scheduling and managing production team, trades, production schedules and budgets. Use Company guidelines, policies, procedures and standards to ensure a safe, clean, organized and productive job site This position requires the ability to inspire and lead a production team and projects from inception to completion, on time and on budget. Proactive communications regarding deadline or schedule misses or opportunities, as well as advance alternate planning to mitigate project and budget risks.

Represents the Company within the community and provides interpretation or explanation of Company's policies or viewpoints. May deal with situations requiring the ability to balance differing viewpoints to arrive at a decision that will further company goals as outlined by supervisor and/or company.

Typical Working Conditions

This job involves both indoor and outdoor working environments. It includes working with a variety of people and materials. The hours for this position are varying between 7am to 6pm. With an average 45-50-hour work week.

Qualifications and Requirements

1. Educational Background

- High School graduation or equivalent; Associate degree strongly preferred; CGR preferred.
2. Special Training / Skills
 - Knowledge of and demonstrated ability to safely operate manual and power hand tools, including in difficult locations and positions, as required.
 - At least 10 years of experience in carpentry and specialty craft within construction/remodeling field.
 - At least 5 years of experience as a manager within construction/remodeling field.
 3. License or Certification
 - Valid Washington State Driver's License and proof of insurance is required.
 - Current CPR and First Aid Certificate, will provide within 90 days of hire if not obtained prior to employment
 - Certified Lead Renovator Certificate, will provide within 90 days of hire if not obtained prior to employment
 - OSHA 10 certification, will provide within 90 days of hire if not obtained prior to employment
 - CECSL certification, will provide within 90 days of hire if not obtained prior to employment
 - Flagger certification, will provide within 90 days of hire if not obtained prior to employment
 4. Physical Abilities
 - Lift and carry up to 60 pounds is required.
 - Ability to climb 3 flights of stairs.
 - Ability to go inside a 2' crawl spaces
 - Climb on a 12/12 pitch roof
 5. Tools
 - Own and maintain a complete array of construction power and hand tools along with tool belt, tool bucket, or toolbox. To complete warranty work and miscellaneous punch list items as requested.
 6. Vehicle
 - Clean, functional and dependable vehicle that mirrors the Irons Brothers Construction, Inc. image.
 7. Other
 - Working cellular phone with calling and data plan

Physical Abilities

Demands of position may include: standing, sitting, and walking throughout shift; bending, stooping, squatting, and reaching to store and retrieve tools/equipment; repetitive wrist/arm movements in using hand tools/equipment, and heavy lifting of equipment and/or materials weighing up to 60 pounds as required.

Approved by:

President Signature

Date

Employee Signature

Date

NOTE: Signing indicates this job description was read and understood