

**Production Manager**  
**Home Performance / Solar Division**  
**Job Description**  
**November 2014**

The Home Performance and Solar Division Production Manager is responsible for construction related business, leading and managing the division's Project Managers to achieve customer service, gross margin, on-time completion, and accounts receivable goals. The Production Manager will continue to create more efficient work flows for production. Work involves planning, assigning, coordinating, and supervising the work of Project Managers, who directly manage the division's Carpenters, Weatherization Installers, Insulators, Solar Technicians, HVAC Technicians, Electricians, Plumbers, and others. The HP/Solar Production Manager communicates through spoken and written means information relating to HP/Solar operations throughout the company.

The HP/Solar Production Manager reports directly to the Vice President Energy Services who reports to the President. The HP/Solar Production Manager works with the satellite location General Managers to assure quality communication and coordination of day-to-day work. The HP/Solar Production Manager provides the VP Energy Services and the Management Team with information relating to operations.

The HP/Solar Production Manager is responsible for working in compliance with Neil Kelly Company established standards for paperwork and processes, and customer, trade contractor, and vendor relationships.

**Primary Responsibilities**

The primary functions of this position include but are not limited to:

Managing the HP/Solar Production Department, including hiring, reviewing, and discharging of staff in partnership with Human Resources; workflow management, quality control, goal achievement, and report creation;

Working with the company's Safety and Technical Trainer to assure safe, quality work practices and compliance with company, and OSHA/WSHA regulations;

Training Salespeople on project estimating and revising estimates prior to sale

Managing margin performance of both Project Managers and Salespeople

Supervising the trade contractors, staying current on their availability, providing discipline when necessary; and identification, recruiting, and vetting of new trade contractors when needed;

Managing that portion of the division warehouse facility which is for project team storage, inventory, and the division's shop;

Maintaining the division's tool inventory and supervising the maintenance of tools to meet work and safety standards;

Managing the division's vehicle fleet and supervising the maintenance of the vehicles;

Initiating and proposing plans and procedures to better coordinate the production process in HP/Solar including making suggestions for improved safety in construction situations;  
Supervising and coordinating the division's response to all HP/Solar service calls including emergency service calls;  
Working with the company's Facilities Manager (who also oversees tradeshow displays) on in-house construction projects;  
Participating in training programs to provide technical and safety information to the division's employees;  
Responding to and dealing proactively with any customer complaints;  
Any other duties as they may arise.

### **General Requirements**

This is generally an office position which requires being seated in front of a desk most of the day; however, this position will require some work on a wide variety of jobsites many of which may have uneven and differing ground surfaces. The HP/Solar Production Manager will provide his or her own transportation and a valid driver's license. Duties of this position require a variety of physical activity including walking, climbing, sitting, standing crawling, pushing, pulling, lifting up to 50 pounds, and visually inspecting.

The HP/Solar Production Manager will be required to use a computer and calculator, write, speak, and communicate in English, and use a telephone and other office equipment. The HP/Solar Production Manager must have the ability to effectively communicate in written and spoken English, and must have the ability to establish and maintain effective working relationships with supervisors, employees, trade contractors, vendors, and the general public.

The HP/Solar Production Manager is expected to abide by the company safety policy, including supporting Neil Kelly's Drug-Free Workplace policy. As an extension of our commitment to our community, the Neil Kelly Company Management Team has chosen to participate in an international environmental and economic sustainability movement through the framework of The Natural Step. It is expected that company employees will use this adopted philosophy as a guideline for making regular business decisions, and will participate in Natural Step / Neil Kelly Co. EcoEffort activities as directed by management.

Neil Kelly Company is a certified B Corporation. Planning, policies, and practices will be in alignment with B-Corp principles.

The HP/Solar Production Manager is expected to attend the division's regular meetings, the company's twice monthly staff meetings, and other meetings as directed by management.

This position requires a combination of education and /or experience which provides a thorough knowledge of residential construction, budgeting and cost estimating, and the principles of effective management, supervision, and team leadership.

The HP/Solar Production Manager must have skill in planning, assigning, coordinating, and evaluating the work of employees and trade contractors; skill in the interpretation and application of policies, laws and codes; skill in the analysis, synthesis, and application of divergent forms of data to arrive at sound conclusions and recommendations regarding planning, construction, and divisional finances.