

**Production Manager
Design/Build Remodeling Division
Job Description
November 6, 2015**

The Design/Build Remodeling Division Production Manager is responsible for construction related business, leading and managing the company's Project Managers and Carpenters in 4 locations: Portland, Bend, Eugene, and Seattle, construction quality customer service, financial margin achievement, and on-time completion programs. Work involves forecasting, planning, assigning, and overseeing the work of Project Managers who supervise Carpenters, Carpenter Helpers and Apprentices, Truck Drivers and Warehouse staff. S/he communicates through written and / or verbal means information relating to construction operations of the company.

This person reports directly to the President of Neil Kelly Company. The Production Manager of the Design-Build Remodeling Division is a member of the company's senior management team, and provides the President and other senior managers technical and day-to-day information relating to project completion, construction codes and legal requirements, and profitability.

The Production Manager is Neil Kelly Company's principal contact with the United Brotherhood of Carpenters and Joiners in Oregon. Neil Kelly's Oregon Carpenters are Union members. Neil Kelly's Washington Carpenters are not Union members.

The Production Manager of the Design-Build Remodeling Division 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:

- 1) Managing the construction department, including the forecasting, hiring, reviewing and discharging of Project Managers, Carpenters, Helpers and Apprentices, Truck Drivers and Warehouse staff; workflow management; and report creation;
- 2) Insuring that work produced meets company quality, safety, and financial standards;
- 3) Maintaining a good working partnership with the Sales Manager for Design-Build Remodeling and his or her staff who are the company's Designer Salespeople partnering with the individual Project Managers;
- 4) Recruiting, and assessing the trade-contractors, maintaining a list of those approved, staying current on their availability, providing discipline when necessary;
- 5) Managing that portion of the company warehouse facility which is for project team storage;

- 6) Managing the Carpenter Tool Program, keeping employees informed, and evaluating loan requests;
- 7) Maintaining the company tool inventory and supervising their maintenance to meet work and safety standards;
- 8) Coordinating the in-house (not Union) Master Carpenter Program, maintaining the records necessary, providing the training necessary;
- 9) Initiating and proposing plans and procedures to better coordinate the construction process including suggestions for improved safety in construction situations (working with the company's Safety Coordinator);
- 10) Maintaining the company pricing system, keeping it current and useful, implementing changes and improvements to the process;
- 11) Coordinating and supervising all service calls including emergency service calls for the Design-Build Remodeling Division;
- 12) Participating in training programs to provide construction and safety information to all employees;
- 13) Responding to and dealing proactively with customer complaints;
- 14) Being a full member of the senior management team, participating in general company management discussions, deliberations, and decisions;
- 15) 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 job sites many of which may have uneven and differing ground surfaces. S/he will be expected to provide a valid driver's license and his or her own transportation to and from the office and during the workday in order to perform the required duties of this position. The duties will require a variety of physical activities including walking, climbing, sitting, standing, crawling, pushing, pulling, lifting up to 50 pounds, and visual inspecting. This position will require some regular travel to Neil Kelly's locations outside of Portland.

The Production Manager Design-Build Remodeling Division will be required to use a computer and calculator, write, speak and communicate in proficient English, and use a telephone and other office equipment. The Production Manager Design-Build Remodeling Division must have the ability to establish and maintain effective work relationships with employees, trace-contractors, vendors and the general public.

The Production Manager Design-Build Remodeling Division 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, Neil Kelly Co. is a certified B-Corp and is registered with the State of Oregon as such. It is expected that company management team will champion the B-Corp values and that employees will use this adopted philosophy as a guideline for making regular business decisions and participate in related training and activities as directed by management.

The Production Manager Design-Build Remodeling Division is expected to attend production team meetings as required by membership on specifically assigned teams, strategic planning meetings, weekly general staff meetings, a monthly senior management team meeting, and other meetings as required from time to time.

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

The Production Manager Design-Build Remodeling Division is must have skill in assessing, analyzing, planning, assigning, coordinating and evaluating the work of employees and trade-contractors; skill in interpretation and application of applicable policies, laws and codes; skill in the analysis, synthesis and application of divergent forms of data to complex planning, construction, economic issues and problems to arrive at sound conclusions and recommendations. The Production Manager Design-Build Remodeling Division must have strong interpersonal and communication skills.