

DETAILED JOB DESCRIPTION

PURPOSE

The Production Manager will be responsible for the entire field production operations process and field team of The Cleary Company. They will assist with Client financial communications and provide well managed & well executed remodeling experience for our Clients. They shall serve as a key management personality, striving to bring out the best in each team member.

Management Responsibilities

1. **Devoted** Management of Project Manager and all field team members
 - a. Lead quarterly performance reviews of the Project Managers and field staff
 - b. Assign Project Manager to new jobs
 - c. Hold field team **accountable** for their Job Description, Key Accountabilities, and Cleary Company policies & procedures
 - d. Create incentives or rewards for reaching benchmarks/goals
 - e. Have input and discretion over hiring and firing of team members, vendors and TradePartners
2. Lead a **Fun** weekly Huddle meeting with the Field Staff
 - a. Update the upcoming week schedule boards
 - b. Ensure the Safety Coordinator has updated the Toolbox talks schedule and the Field staff adheres to the schedule
 - c. Discuss issues on Projects and **Collaborate** with team to solve potential problems
 - d. **Communicate** pertinent Company info to keep all Field Staff informed of current events
3. Create Production Meeting notes & lead a meeting as scheduled
 - a. **Communicate** any field issues that could affect future jobs
 - b. Attend weekly Development meetings to **communicate** with the Development Dept on Project start dates and info on Projects in Active Production
4. **Communicate** with the PM's and PD's to ensure Project Building Permits are acquired and attend zoning meetings as needed
5. Cultivate **relationships** with building officials of municipalities where we do business
6. Attend InHouse PreConstruction (IHPC) meetings for all Projects
 - a. Lead this meeting, along with the Project Developer and Designer to ensure Production Personnel have all information clearly communicated to them
 - b. Monitor the implementation of the Checklist containing the details pertaining to the Project

- c. Ensures Production Personnel understands Project Scope and assist PM in evaluating potential errors and omissions
7. Hold a Production PreConstruction meeting with the PM
 - a. Discuss the critical path of the Project
 - b. Establish Milestone targets
 - c. Discuss any issues discovered following the IHPC and work for
8. Ensure that the OnSite PreConstruction meeting system is established and continues to be effective in communicating the information that is necessary for a successful Project
 - a. Attend OSPC meetings
 - b. Use this meeting to **Respectfully** manage the Client's expectations of how The Cleary Company will interact with them during the Project
 - c. Explain how the Client will interface with BuilderTREND for CO's and Payments
9. Scheduling
 - a. Use Company Sales and Production (revenue) Goals to set the weekly Production schedule appropriately so as to achieve the Goals, updating the Master Schedule Spreadsheet as needed
 - b. Ensure the Project Managers create, update & own their schedules on BuilderTREND
10. Hold PM's **Accountable** for keeping job costs on budget on all Projects once approved by the Owner
 - a. **Collaborate** with PM's keep the WIP report updated monthly
 - b. Keep Project Developer, Designer & Office Manager team informed when job costs appear to be going over budget
 - c. Ensure the Project Manager reviews, codes & approves all COGS bills/invoices
 - d. Ensure the Project Manager creates & manages Purchase Orders
11. Proactively coordinate with the Office Manager on Accounts Payable, ensuring Clients are aware of payment schedule on BuilderTREND and that the payment schedule is tracking the Project schedule
 - a. If Client will not use BT:
 - b. Coordinate with Office Manager that the Draw payments are invoiced on schedule and payments are received
12. Recognize warranty work as a **Relational** marketing tool
 - a. Engage with Clients with **Integrity** so they feel The Cleary Company is the "Remodeler of Choice" for them
13. Oversee & ensure Warranty Specialist completes all warranty procedures & work in timely manner
14. Hold all Field Staff **Accountable** to monitor safety on job site and take corrective measures as necessary
 - a. Ownership of field safety & training

- b. Maintain documentation for purposes of discounts on insurance and inspections
- 15. Oversee the use of BuilderTREND
 - a. Ensure Clients are set up and have needed info to engage with the App
 - b. Ensure new employees are set up
 - c. Extend the invitation to TP's for their engagement with the App
 - d. Assist in the implementation of new features and incorporate updates
 - e. Monitor and encourage the use of the App throughout The Cleary Company
- 16. Manage the use and security of all of The Cleary Company's property, data and lists
- 17. Review and approve weekly time cards for the field staff
 - a. Must have correct job # & labor codes
 - b. Hours must be accounted for & must make sense
- 18. All overtime requires written authorization

Leadership Responsibilities

- 1. Attend Bi-Annual meetings with the Remodelers Advantage Production Manager Roundtables
 - a. Build **relationships** with the RA community and seek information from peers on best practices for Production Department Management
 - b. **Collaboratively** participate in Monthly MicroBoard meetings as assigned at Roundtable meetings
 - c. Read all required material and books as assigned by Roundtable Facilitator
- 2. Be **passionately** self-motivated to improve individual Management and Leadership skills
 - a. Willingness to be **Accountable** to and participate in Coaching sessions with Business Coach
 - b. Read materials assigned by Business Coach and Leadership team
- 3. Build and foster **Relationships** with the Cleary team, TradePartners & Vendors and suggest improvements when needed
 - a. Keep production **Fun** and the morale high
 - b. Keep the **Fun** coming by team bonding; scheduling lunches, road trip or site visits with team members
 - c. Use Cleary Company CAP reminder- Clarity, Accountability, Proactive
 - d. Maintain a **Hardworking** attitude for yourself and those you supervise
 - e. Give support and demonstrate **Devotion** when needed to the field so they can succeed

4. Hold Trade Partner/Vendors **accountable** for quality, cost, schedules, job site dress code & behavior.
 - a. Have discretion over hiring and firing of Trade Partners & Vendors
 - b. Cultivate **relationships** through breakfast or lunches
5. Work a minimum 40 hour week:
 - a. Must be available by phone M-F 7:00 am to 7:00 pm, Sat 7:00 am – 12:00 pm
 - b. Check email & phones messages regularly during business hours
 - c. Work hours as needed during heavy times to keep all duties performed satisfactorily
 - i. Long hours are to be the exception not the norm
6. Delegate duties (that can be) to the Project Managers & Field Staff, follow up with requests to be sure tasks are completed
7. Attend regular association and trade meetings for networking and CEUs purposes
 - a. NARI or BIA Remodeler’s Council meetings or events
 - b. Other community associations or charity events
 - c. Cultivate relationships with local trade schools/colleges for future hires
 - d. Travel as needed for meetings & education
8. Other duties as assigned

I _____ agree to the detailed job description for a
PRINT FULL NAME

Production Manager and have received a copy for my records.

Employee signature

Date

Manager signature

Date