

To Whom the Position Reports

Production Manager

Summary

The position has two major components:

- To serve as Project Lead managing complex residential and institutional projects to ensure successful, high-quality delivery, including organization of pre-construction, project launch, construction, and closeout.
- To assist the Production Manager with estimating, scheduling, bid-process, and subcontractor management for additional projects, including projects that will be managed by other SMC Project Leads.

Specific Responsibilities

1. Review plans, specs, technical details, materials, and assemblies and collaborate with architects to improve buildability, quality, and value. Monitor field conditions for unforeseen conflicts and opportunities.
2. Create material take offs and labor estimates.
3. Prepare and submit permit applications, call for and manage all necessary inspections. Act as a resource on building codes and systems.
4. Plan and prepare site organization and locate all components.
5. Manage and report on project schedule, labor hours, and budget vs. actual performance.
6. Continually inspect work progress to verify safety and to ensure that specifications are met and company quality standards are upheld.
7. Demonstrate leadership and relationship building skills to reconcile differences and build a team culture of continuous improvement and accountability.
8. Be attentive to morale and camaraderie among department staff, and work to maintain an atmosphere of respect, appreciation, and open communication.
9. Analyze field crew and trade subcontractor performance, recommend improvements to production methods and skill development.
10. Represent SMC in a professional manner in conversation and resolution of work procedure issues.
11. Confer with Production, Design, and Energy staff, and with trade subcontractors, to coordinate activities and resolve all work procedure issues.
12. Participate in departmental meetings and contribute to departmental needs and growth.
13. Use SMC standard information technology including web-based applications, consistent and timely electronic communications, consistent and proper electronic record keeping, and cell phone protocol.
14. Undertake professional development, including maintaining necessary certifications, licenses etc.
15. If possible and appropriate assist field crews with construction and renovation tasks including rough carpentry, finish carpentry, and high-performance envelope construction.
16. Manage projects to meet and exceed company goals and client expectations.

Committee Membership

Production & Project Lead, Company Meetings

Immediate Subordinates

Assistant Project Leads, Carpenters, Carpenter Apprentices

Qualifications, Skills & Knowledge Requirements

- Excellent communication and personal organizational skills
- Minimum of 10 years as a Project Lead and minimum of five years as a Project Manager
- Mastery of the technical requirements and processes of wood frame and high end residential and commercial construction
- Proficiency with reading and understanding construction documents
- Extensive construction estimating experience
- Mastery of Project Lead skills described in the SMC Carpenter Manual
- Substantial computer experience, including skill with Microsoft Office applications, especially Excel.

- Aptitude for and comfort with a collaborative team environment, exchange of ideas without ownership, and constructive criticism.

Licensing and Professional Associations

Construction Supervisor License, OSHA 40 Card

Physical Requirements

Comfortable with extended desk work and comfortable on job sites (including attics, knee walls, basements, crawlspaces, and at heights.)

Compensation and Benefits

Full-time position with full benefits

Wage range: Project Manager & Licensed Design/Engineering Professional

Possible Career Path Options

To be determined