

## JOB DESCRIPTION

<b>Title:</b> Production Manager	<b>Employment Status:</b> Full Time (Monday-Friday)
<b>Department:</b> Real Estate Development	<b>FLSA Status:</b> Exempt
<b>Reports to:</b> Supply Chain Manager	<b>Supervises:</b> Staff, AmeriCorps members, Volunteers, Partner Families, Interns
<b>Starting Range:</b> \$38,900 - \$47,100	<b>Benefits Available:</b> Health Insurance; 401k match; PTO – sick, vacation, holidays; and more

### GENERAL DESCRIPTION:

The goal of the Production Shops is to reduce the field time required to build and repair homes to support Habitat Metro Denver's affordable homeownership programs. This reduction in field time allows the spread of existing resources to be able to serve more families in support of our vision to create *"a world where everyone has a decent place to live"*.

Currently, the Production Shops achieve this goal by managing people and resources to complete the following major activities: panelizing exterior and interior walls for new construction; constructing sheds; painting exterior trim and siding for new construction and home repair; fabricating and painting interior trim and interior doors for new construction and renovation.

The Production Manager has overall responsibility for the Production Shops, ensuring that output is completed on time, meets all established quality standards at appropriate cost and in the most efficient manner possible.

### CORE RESPONSIBILITIES:

- **Leadership**

- Act as an ambassador for the mission of Habitat Metro Denver by demonstrating the core values of integrity, respect, teamwork and continuous improvement.
- Manage operations of the Production Shops to ensure product completion in accordance with project construction drawings, quality standards and construction schedules.
- Work collaboratively with design and field staff to ensure that the Shops run effectively, are responsive to design or field changes or new ideas, stay current with codes, and remain an integral part of the Real Estate Development team.
- Work collaboratively with the Warehouse Team to maintain an effective and organized warehouse environment.
- Teach Production Shop processes and procedures to Shop Crew Leaders (Shop Staff, AmeriCorps Members and/or Core Volunteers, as appropriate). Respond to questions and provide direction as necessary to meet safety, quality and production objectives. Ensure that Shop Crew Leaders effectively teach appropriate processes and procedures to volunteers.
- Ensure that all volunteers and partner families have an enjoyable and productive experience in the Shops.

- **Safety**

- Establish and document appropriate safety practices in the Shops in compliance with applicable OSHA and HFHMD requirements; regularly review practices and update as appropriate.
- Teach Production Shop safety practices to Shop Crew Leaders (Shop Staff, AmeriCorps Members and/or Core Volunteers, as appropriate). Ensure that Shop Crew Leaders effectively teach safety practices to volunteers.
- Ensure that Shop tools and equipment are maintained in a safe condition, and that guards and other safety features are correctly in use at all times.
- Proactively respond to any safety concerns raised by taking whatever corrective action is necessary.
- Immediately correct any observed unsafe work practices or procedures.

- **Production**

- Create and document processes and procedures for Production Shop activities; regularly review and update as appropriate.
- Work collaboratively with design and field teams to establish and maintain appropriate quality standards and quality management practices for all Shop products.
- Ensure that Shop Crew Leaders are provided with necessary training with respect to quality standards and quality management practices.
- Schedule Production Shop activities to appropriately manage workflow and to meet respective construction schedules.
- Plan and order materials and supplies to ensure that they are in the Shops when needed. Coordinate incoming orders and deliveries with staff to ensure smooth delivery and materials flow in the warehouse.
- Coordinate daily shop activities with Crew Leaders to balance volunteer numbers and skills with production goals.
- Interface with Development and Volunteer services to schedule sponsor groups and daily volunteers.
- Work collaboratively with design team to maintain up-to-date design and construction standards for Shop products. Provide timely and constructive feedback to design team to support this objective.
- Maintain and manage tools and equipment used in or assigned to the Shops. Ensure that Shops are appropriately equipped, that tools and equipment are regularly inspected and maintained, and that broken, defective or unsafe tools and equipment are promptly removed from the Shops for repair or replacement.
- Ensure that Shops are kept clean, organized and orderly at all times.
- In collaboration with Design and Field Teams, help to ensure that building materials and assemblies conform to HFHMD Construction practices and Manufacturer's specifications.
- Perform other duties as assigned.

**KNOWLEDGE, SKILLS, ABILITIES:**

- Knowledge of residential construction standards and techniques, including New Construction, Renovations, and Repairs.
- Ability to read, analyze and interpret residential construction drawings.
- Ability to solve problems efficiently to maintain forward progress on complicated projects.
- Proven proficiency in peer management and dissemination of pertinent information.
- Outstanding communication and interpersonal skills necessary to communicate clearly and professionally with volunteers, suppliers, and coworkers.
- Ability to meet and interact with strangers and make them feel comfortable.
- Ability to inspire teamwork.
- Knowledge of current residential building codes, regulations and manufacturer's specifications.
- Mastery of general carpentry skills.
- Excellent follow through and ability to meet deadlines.
- Welding and steel fabrication experience is a plus.

**EDUCATION, EXPERIENCE:**

- High school diploma required; Bachelor's degree preferred.
- 1-2 years of successful leadership in a construction environment.
- Minimum four years of direct on-site residential construction experience.
- OSHA 40 hour certification, or ability to achieve certification within 6 months of start date.
- Proficient with Microsoft Office applications and general PC operation.
- Demonstrated experience successfully working with volunteers is strongly preferred.
- Must possess a valid Colorado driver license and maintain a driving record in accordance with the Employee Handbook.

**PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB:**

- Ability to adequately traverse a residential construction job site (i.e. climbing, lifting, carrying a minimum of 50 lbs., and other similar activities as required).
- Ability to safely use residential construction power tools.
- Ability to safely operate a construction vehicle (pickup truck or similar).
- Ability to safely operate a forklift (training and certification can be provided)

**WORK ENVIRONMENT AND CONDITIONS:**

- Most work will be performed in an enclosed warehouse environment.
- Ability to drive construction vehicles to deliver and pick up material supplies.
- Ability to drive in metro area to reach construction sites.