

## **Job Description – Production Supervisor**

## **Ecological Restoration Division:**

**Number of Employees Supervised: 20-25**

### **Purpose and Description**

Position is responsible for managing all field operations within the division. Coordinates the procurement and scheduled use of resources, including labor, equipment and materials to ensure maximum use and completion of work within budget, safety guidelines and quality standards. Promotes the growth and development of field staff and assists them in carrying out their responsibilities as needed. Coordinates use of resources with other divisions and lends support to operational activities for the entire Company.

### **Responsibilities/Activities**

1. Manages and schedules field staff, equipment and material to accomplish production schedules within established budgets. Maintains strict adherence to established schedules and budgets.
2. Understand contract specifications and ensures they are met and maintains customers complete satisfaction.
3. Provide most recent plans and/or documents to field staff at the beginning of the day and provide instruction to ensure Crew Leader and crew are prepared to complete the job
4. Ensures all work is completed according to safety policies and guidelines. Conducts weekly safety training and safety inspections on job sites.
5. Investigates any accident or safety violation, prepares appropriate reports, takes action to correct and prevent future occurrences. Defines and implements solutions to reoccurring accidents or most common hazards.
6. Maintains proper inventory of materials, equipment and other supplies are on hand to complete production activities.
7. Order materials, equipment and supplies as needed within purchasing limits.
8. Supervise employees, keeping attendance records, enforcing proper uniform and safety equipment use, and approving daily job logs.
9. Overall human resource management of field staff within division. Includes hiring, termination, training, coaching, and professional development of staff to reach potential and established goals for the individual and division. Identify and develop Crew Leaders.
10. Conducts timely performance reviews of direct reports and take corrective actions when appropriate.
11. Coordinate the use of labor, equipment, materials and other resources with other divisions as needed.
12. Obtain utility locates on needed properties 48 hours prior to beginning a work. Update as needed.

13. Visit job sites on a regular basis, observing organization of work, identifying and resolving training issues, and taking necessary actions to ensure quality.
14. Respond to customer complaints ensuring proper handling to achieve excellent customer satisfaction.
15. Maintain day-to-day working knowledge of all contracts in progress, including project completion status, billings to-date and progress payments.
16. Monitors job costs weekly and immediately reports to Project Manager any jobs deviating from budgets of time, schedule, cost or other factors so appropriate adjustments can be made.
17. Makes recommendation regarding qualifying or disqualifying warranty work. Coordinates completion of warranty work per contract and/or instructions on Project Manager.
18. Maintain a high level of good housekeeping and care of company assets in the field, vehicles, shop, and work sites.
19. Stay up to date on Ecological Restoration Best Practices. Develop and recommend improved work methods and standards.

### **Key Performance Metrics**

1. Revenue growth
2. Profitability
3. Employee retention
4. Retention of contracts and customers
5. Safety record

### **Pivotal Duties**

1. To coordinate and manage all field production activities, ensuring quality standards are maintained.
2. To have complete understanding of all contractual obligations and execute to meet such obligations.
3. To meet or exceed operating budgets.
4. To maximize efficient use of personnel, equipment, materials and supplies. Eliminate waste.
5. To coordinate between divisions to leverage company-wide personnel, equipment and other resources to maximize overall company efficiency.
6. To maintain a safe working environment and enforce all safety standards, protocols, and regulations. Permit NO accidents.

7. To hire, fire, train, develop and discipline individual employees to help develop high performing work teams; grows, nurtures and develops personnel to reach goals benefiting both Company growth and individual growth of team members.
8. To support and participate in the development, implementation and refinement of departmental best practices in all areas of field operations and safety. To keep abreast of new methods that might be applicable to the Company; constantly pursues new ideas, which could be implemented.
9. To proactively identify potential problems within production and find resolution to minimize damage/risk or possibly create unforeseen opportunity for gain.
10. To support sales and marketing initiatives with solid production knowledge or service. Identify opportunities for enhancements or upgrade.
11. Manage resources to minimize warranty work.
12. To provide and maintain excellent customer service. Maintain customers.
13. Ensure all field reporting and records are completed accurately, and flow effectively between field and office.

#### **Success Behaviors**

1. Excellent leadership skills
2. Ability to inspire top tier performance
3. Ability to build effective work teams
4. Self-starter and demonstrates initiative
5. Results and action oriented
6. Excellent organizational and time management skills
7. Ability to organize and multi-task activities under changing conditions
8. Ability to delegate and follow-up
9. Excellent written and verbal communication skills
10. Profit driven – seeks ways to cut costs and improve efficiency
11. Effective problem solving skills, ability to handle adversity in a fast paced work environment
12. Performs and demands excellent quality in work
13. Service and teamwork oriented
14. Customer centered and focused
15. Focus on learning and self-development
16. Technically competent and skilled

#### **Minimum Qualifications & Educational Requirements**

1. Bachelor Degree in Environmental Science or Natural Resources Management, and/or 5-10 years directly relevant experience in Ecological Restoration.
2. Three years supervisory experience.
3. Experience in business management, including basic accounting skills.
4. Mechanical aptitude.

5. Knowledge of computer applications (Microsoft Office Suite, desired).
6. Current drivers license.

**Extraordinary Work Conditions**

1. Must maintain regular and reliable attendance at a level acceptable to the company, including the ability to work overtime, holidays, evenings or weekends as necessary. Occasional travel may be required.

**Equipment/Machinery Used**

1. Computers
2. General office equipment
3. Two-way radio, cellular phones
4. Machinery such as mowers, tractors, skid steers, chain saws, and trucks with trailers
5. Other equipment as needed