



## **Production Manager - Job Description**

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### **Functional Summary**

We are looking for a responsible and dedicated Production Manager. You will undertake a variety of tasks, such as using machinery to load materials, tracking incoming inventory, organizing outdoor supply materials, assisting sub-contractors, helping with snow removal in the winter season, and transporting materials between job sites. The Production Manager is responsible for the safe and efficient operation of the loader, which includes proper care and service to equipment. We are looking for an employee who is professional, consistent, and timely. You must offer weekend availability, perform proper customer service, be willing to work long hours if needed, and have the ability to lift up to 75 lbs. on occasion. Mechanical / construction experience is helpful but not required – rather, an individual who is hardworking, motivated, and willing to learn will excel in this position. An employee who maintains these qualifications will be offered a full-time salary with the opportunity for career growth. Salary is based upon experience and skill set.

### **Key Responsibilities**

The responsibilities of the Production Manager include, but are not limited to:

- Operate the loader and other heavy equipment in a safe and appropriate manner
- Perform daily maintenance and safety checks of equipment
- Understand and follow directions from supervisors as to required work
- Greet customers and answer questions about specific materials
- Track incoming inventory deliveries from suppliers and collaborate with front desk to remain organized
- Track outgoing deliveries for customers and contractors and collaborate with front desk to remain organized
- Organize supply yard to keep materials fresh and separated
- Review supply yard to assess when material inventory orders are necessary
- Perform routine cleaning and maintenance to ensure smooth operation of the loader
- Assist sub-contractors when necessary
- Transport materials to job sites
- Participate in snow removal during the winter season
- Promote, execute and adhere to the company's safety program, and encourage all employees, subcontractors and consultants to adopt safety as a culture
- Participate as a vital team member, and contribute towards the success of the organization, which may involve the provision of other technical and administrative support, as required
- Collaborate with any project teams on other special initiatives, as required

### **Qualifications**

#### **Education, Certifications, and Licenses**

- High School Diploma or G.E.D. preferred
- Valid Driver's License
- Pass DOT Physical

#### **Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. Personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

**Skills & Abilities**

Interpersonal skills

Heavy Equipment Operation

Have a sense of urgency to meet deadlines

Accomplish goals in a team environment

Time Management

Demonstrate Professionalism

Multi-task and set priorities effectively

Possess a positive “can do” attitude

Submit resume to [lehnhoffsupply@gmail.com](mailto:lehnhoffsupply@gmail.com)

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