

Production Coordinator

Key Result Areas:

1. **People: Motto – communicating & developing**

 - a. **Office: Communicates & Collaborates**
 - i. **Direct Supervisor:**
 1. Communicates with their direct supervisor in a timely and regular manner.
 2. Provide accurate & up-to-date reporting
 - ii. **Sales:**
 1. Communicates current backlogs (next job starts available)
 2. Communicates Job starts needed
 - iii. **Estimating:**
 1. Collaborates on estimated labor hours needed for various tasks
 2. Collaborates on producing change orders for clients
 3. Collaborates on getting product specs from vendors and bids from subcontractors
 4. Communicates feedback on the estimate vs. actual
 - iv. **Design:**
 1. Collaborates with design feasibility
 - v. **Pre-Construction:**
 1. Sets & Communicates deadlines such as Selections Deadlines, MSMs (Meet Your Site Manager), target start dates, etc.
 2. Collaborates regarding design & materials selections
 - vi. **Administrative & Financial Staff:**
 1. Administration:
 - a. Communicates various scheduling needs
 2. Accounts Receivable:
 - a. Communicates when draws & change orders are ready
 3. Accounts Payable:
 - a. Communicating when purchase orders ready to be paid
 - b. Approves vendor bills
 - b. **Field & Lead Carpenters:**
 - i. **Ferguson Builders' Field Staff:** Develops, guides, and assists others on the team in the Ferguson Builders' Manner and a personalized way to help them better fulfill their KRAs and to meet production goals.
 1. Hires, Promotes, Fires
 2. Knowing/understanding/listening to all team members
 3. Seeks out, develops, presents information & professional development
 4. Conducts performance reviews/ annual reviews
 - ii. **Lead Carpenters (Project Managers - PM):** Manages & Leads
 1. Hires, Promotes, Fires
 2. Coaches Lead Carpenters to better fulfill their PM KRAs

3. Sets Goals
 4. Holds Lead Carpenters accountable
 5. Fills-in for Lead Carpenters when needed
 6. Assigns Lead Carpenters to New Jobs
- c. **Subcontractor/ Vendors:** Develop and bolster/strengthen relationships with vendors and subcontractors in the Ferguson Builders' Manner and a personalized way in order to meet production goals.
- i. Communicating start dates, delivery dates, end dates
 - ii. Holds Subs & Vendors accountable when necessary
 - iii. Assists in conflict resolution when necessary
- d. **Client Relations & Communication:** Communicates with clients in the Ferguson Builders' Manner and a personalized in order to meet production goals.
- i. Acts as the main point of contact for the client (lead carpenters are the face day-to-day)
 - ii. Participates in the MSMs
 - iii. Conducts site walk-throughs
 - iv. Resolves conflict

2. **Project: Motto – delivering quality while increasing profits**

- a. **Scheduling:** Ensures effective scheduling Ferguson Builders' team.
- i. Production Scheduling:
 1. Maintains the Slot Schedule to effectively communicate the needs of the company to office & field staff
 - ii. Job Scheduling: Effectively schedules Ferguson Builders' team, subs, and vendors and communicates with office staff to complete jobs and receive payments on time.
 1. *Facilitates weekly (Friday) team scheduling meeting*
 2. *Efficiently schedules jobs to meet or beat allotted time frame*
 3. *Schedules and creates realistic weekly and monthly goals for other team members*
 4. *Schedules subcontractors*
 5. *Keeps BuilderTREND calendars up-to-date*
 6. *Ensures daily logs are inputted on a regular basis*
 7. *Understands which tasks/jobs take priority*
 8. *Understands when the Ferguson Builders' team should complete work or when a subcontractor should be hired (decision based on how busy Ferguson Builders is, what skills the team currently has, etc.)*
 9. *Assists in scheduling changes throughout the week.*
- b. **Job Preparation/Frontloading**
- i. Prepares job for lead carpenters including, but not limited to creating the job calendar, pulling permits, ordering materials, inputting Purchase Orders, hiring subcontractors, inputting future To Dos, etc.
 - ii. Assigns Jobs to the Lead Carpenters by considering job type and size, client personalities, etc.
- c. **Budgeting:** Allocates time and money to increase profits.
- i. *Allocates time and money to hit at or below the budget.*
 - ii. *Understands how long a project will take.*
 - iii. *Understands subcontractor pricing (and insurance costs if subs don't have it).*
 - iv. *Understands how much materials should cost.*
 - v. *Facilitates Change Orders to meet clients' needs and to increase profits.*
- d. **Procurement:** Procure materials in a timely manner which allows the project to run smoothly without hold-ups.
- i. *Knows the process of the project and when materials are needed.*
 - ii. *Knows the lead times of materials.*
 - iii. *Ordering/or delegating the ordering of the correct amount of materials (not too much, not too little)*
 - iv. *Picking up/scheduling delivery/ delegating pick up of materials (not too early, not late)*
- e. **Production:**
- i. Acts as a lead carpenter on some of his/her own jobs.
 - ii. Assists in delivering high-quality workmanship to increase profits.
 - iii. Sees Job to Close.

- f. **Process Development:** Develops simple processes to increase efficiency, decrease expenses, and better the client, subcontractor, vendor, and team member experience.
- g. **Misc. Procurement & Budgeting:** Wisely uses company funds.
 - i. Tools and Equipment Budgeting & Purchasing
 - ii. Assists in or manages Education Budget
 - iii. Assists in or manages Vehicle Budget

3. Professional: Motto – learning & advancing

- a. Seeks out and participates in activities to develop personal growth in the trades and management to better fulfill the above KRAs.
 - i. Finds opportunities for self and the Ferguson Builders' team
 - ii. Reads/Listens to books, podcasts, magazines, ads
 - iii. Attends professional development
 - iv. Learns from other team members
- b. Finds a healthy balance between work and personal life to thrive in both.
 - i. *Arrives to work on time and leaves work on time*
 - ii. *Schedules appropriately to complete necessary tasks efficiently*
 - iii. *Plans in advances for time-off*

**Italicized lists are not all-inclusive ways to meet the KRAs.

Since we are a growing company, you may be asked to complete other tasks not on this list.

4. Compensation:

a. **Pay: \$45-60k**

- a. Estimated 40 – 50 hours per week
- b. Payment will be by direct deposit every two weeks

b. **Profit Share:**

- a. Team Members are eligible for Profit Share after their first 90-day if they are in good standing and receive an unanimous vote of approval from the team.
- b. Ferguson Builders is committed to rewarding team members monetarily based on a
 - i. Overall success of Ferguson Builders projects
 - ii. Team Member’s contribution to the organization and to the jobs they worked on
 - iii. Team Member’s level of responsibility
- c. Profit Sharing is given on a quarterly basis.
- d. If a team member is no longer employed at Ferguson Builders, he/she forfeits all unpaid profit share.

c. **Time Off:**

- a. All time off be submitted for approval 2 weeks in advance.
- b. Non-Paid Time Off
 - Non-paid time off can be requested at any time with the above 2-week notice.
 - Non-paid sick time can be taken up to 2 days/month (24 days/year)
- c. Paid time off is given annually (January 1-December 31)
 - Starting at 10 days.
- d. Paid Holidays: Ferguson Builders will not conduct work on the following days: New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. Ferguson Builders will compensate salaried team members for any of the listed holidays that fall on a workday (Monday-Friday).

d. **Other:**

- a. **401k:**
 - i. Eligibility: You are eligible after working 1 year and at least 1,000 hours
 - ii. Ferguson Builders will match 100% up to the first 3% of your income and 50% of 4-5%
 - iii. Advising through a third-party financial advisor is provided
- b. **Mileage Reimbursement:** When applicable, Ferguson Builders will reimburse miles driven with personal vehicle at the current reimbursement rate. (See Team Member Handbook for rate and stipulations)
- c. **Gear Share:** Ferguson Builders has a conglomeration of items (kayaks, State park pass, etc.) to promote relationship building and active lifestyles.
- d. **Ferguson Builders Events:** Baseball Game, Summer Family Picnic, Christmas Dinner
- e. **Various Vendor Discounts:** When applicable, team members can purchase items using the Ferguson Builders discount (Verizon, Jeff Lynch Appliances, Wayfair, Wholesale Suppliers, etc.)

Employee Signature

Date

Owner Signature

Date