

**REVI DESIGN, LLC.****1000 McDonald Street, Wausau, WI 54403****Phone 715.355.7384****Fax 715.393.4432**

## **Production Director**

This is a full-time position (40-50 hours a week). revIDESIGN, LLC general hours of business are 7:00AM- 5:30PM. From time to time you will be required to work reasonable additional hours or after hours when necessary to perform your duties.

### **Roles and responsibilities include:**

- Develop and supervise multiple crews made up of a foreman and 2-3 landscape technicians.
- Review completed job packets with President/Designers to ensure a clear understanding of project.
- Execute crews to work in a prioritized and organized manner.
- Complete 12 efforts of continuous education (SOP initiatives, classes, tradeshow, etc...).
- Knowledge of current 'standard operating procedures' involved in landscape construction.
- Maintain high quality and attention to detail to promote REVI DESIGN's standard of excellence.
- Onsite training and teamwork development with crews.
- Maintain safe and clean REVI DESIGN jobsite at all times including equipment and job trailers.
- Manage project within allotted hours, materials and crew size.
- Hire/Fire crew members for commercial construction, working with HR to establish needs and employment.
- Expectation to work 70/30 split in field and office on a regular basis.
- Keep crews in billable hours while you are doing the running for any additional materials, etc...
- Complete time and material record keeping on a daily basis with timescape report
- Keep in close contact with President/Designers on a daily basis with job statuses.
- Work with President/Designers on weekly/monthly schedule for crews and accurate job timelines.
- Support timely and accurate implementation of procedures and paperwork.
- Provide assurance that contract obligations are fulfilled, instill customer confidence.
- Manages control system to ensure extra billable work is performed, completed and processed in a timely, accurate and profitable manner.
- Assist with the development and implementation of long-term enhancement objectiveness of sites in designated market area. (Looking for efficiencies and effectiveness for the company here!).
- Manage with snow removal organization/quality control on an as needed basis.

### **Daily Expectations:**

- Daily job statuses.
- Dispatch/schedule/equipment readiness with crews each morning or night before.
- Update President/Designers with daily reports on job statuses.
- Manage efficiency and quality throughout the day.

### **Compensation:**

- Yearly salary of \$60,000-\$80,000 (based on experience)
- Paid Time Off (PTO)
- Health Insurance, Vision and Dental