

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



## Production Supervisor

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:

- Production Supervisor reports to the Design Director.
- Develop and supervise multiple crews made up of a foreman and 2-3 landscape technicians.
- Review completed job packets with Design Director 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 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 Design Director on a daily basis with job statuses.
- Work with Design Director 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 on an as needed basis.
- Create, submit and finalize all shoreline/county zoning permits online through DNR for client requests.
- Assist Design Director with job packets (calculations/patterns/engineering needs).
- Residential site measuring/elevations/survey scheduling.

#### Daily Expectations:

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

#### Compensation:

- Yearly salary of \$45,000-\$50,000 (based on experience)
- Paid Time Off (PTO)
- Health Insurance
- Vision and Dental