



Position: Truss Manufacturing Location Manager
Job Code: 3244
Organization Unit: Operations
Grade Level: SE12
Activation Date: 6/15/2012
Approval: Human Resources

Reports to: Market Distribution Manager

Summary of Position: This position will provide direction for Supervisors, Managers and hourly personnel in the production & distribution of trusses, wall panels or other manufactured goods. Accountability for all operational functions within the Location and full P&L responsibility.

**Manufacturing
Manager
Responsibilities:**

Manufacturing Manager Responsibilities:

1. Provides direction for managers, supervisors and hourly personnel in the production of floor and roof trusses. BMC subscribes to LEAN MFG efficiencies.
2. Monitors efficiencies within shops, such as manpower requirements, overtime and schedules.
3. Generates daily production reports to monitor the efficiency of operations. Responsible for inventory control of materials used at the shop saw blades, router bits, etc.
4. Responsible for inventory control of materials used at the truss and panel shops, ASI's, LVL, Parallams, saw blades, router bits, etc.
5. Assures quality control of all products manufactured in the production facility.
6. Assigns work to department personnel in accordance with production schedule.
7. Works with department to schedule repair and maintenance of equipment.
8. Responsible for product integrity and the coordinating of trouble shooting in the field as needed.
9. Discusses and implements with supervisors new ideas, methods used in production and concepts used in production and concepts for equipment to increase efficiency.
10. Oversees and approves hiring, vacations, terminations, wage increases and training and development of new employees. Crafts and implements motivational techniques for continuous process, product improvement.
11. Oversees that all production schedules are met and work is completed on time, in full.
12. Responsible for personnel safety, recruitment and retention.

Location Manager Responsibilities:

1. Manage and coordinate daily location activities. Resolve operating difficulties and implement resolutions.
2. Performs personnel management duties including training, hiring, terminating, initiating disciplinary actions, completing performance

reviews and making wage recommendations. Direct supervisors in their personnel management duties. Ensure compliance to company policies and procedures.

3. Review personnel assignments with managers and supervisors. Make assignments according to production/service needs and according to production sales plans.
4. Monitor location to ensure that sufficient quantities of material are in current inventory.
5. Work with Market Sales Manager to insure profitability and best sales advantages.
6. Serve as safety officer for respective location. Audit safeness of work areas and attend monthly location/department safety meetings.
7. Establish operational goals. Develop work schedules to meet these goals. Ensure on time delivery and/or job completion.
8. Review production reports, department expenses, labor costs, employee attendance reports, and other reports and documents related to location operations.
9. Monitor equipment to ensure proper operation. Develop and ensure adherence to preventative maintenance schedule.
10. Monitor costs and establish cost controls.
11. Coordinate work flow between departments and work areas.
12. Work to assure excellent customer relations.
13. Prepare budget for the assigned location, monitor the compliance to the budget and review variances with department supervisors.

Basic Functions:

1. Positions that report to the incumbent are: All location personnel
2. Travel required in this position: No
3. Authority that can be exercised in this position:
 - Hiring and Termination: Yes
 - Changing subordinate salaries: No
 - Negotiating for contractual agreements: No

Minimum Qualifications:

1. Minimum education required: High School Diploma or G.E.D. Lean Certification ideal/Green or Black Belt ideal.
2. Special skills required: Knowledge of building industry and support operations and/or the distribution industry operations. Must have excellent oral communication skills and positive interpersonal skills. Must be able to motivate others and work with minimum supervision. Must maintain and enhance positive customer relations.
3. Minimum experience required: Must have a minimum of 7 years experience in construction and/or Truss production management with P&L accountability. Supervising managers and work groups with over 100 associates.

