



Position: Roby Handyman Director of Production

Job Responsibilities:

- Completion of all projects with the highest quality and efficiency, regardless of customer, size or type of job
- Manage multiple projects through effective communication and cooperation with all involved parties to produce exceptional results and lasting client satisfaction
- Keep progress of jobs on track as pertaining to schedule, work orders, and time data
- Enter job data (daily progress logs, work orders, change orders, photos, schedules and time data) into project management program
- Review plans, pricing and schedule with Project Manager during pre-construction of and throughout the job as necessary
- Meet with Project Managers, subcontractors, owners and architects at regular jobsite meetings
- Responsible for all inspections to be completed and passed
- Lead a team of job superintendents and carpenters as applicable
- Inspect job site for cleanliness every day
- Keep company vehicle consistently clean inside and out
- Conduct regular safety “tool box” meetings with staff and subcontractors
- Educate co-workers on proper building fundamentals and safety practices as applicable
- Work hand-in-hand with co-workers to show leadership by example
- Act as a mentor to and assist in the training of new hires as applicable.
- Relationship building with vendors, subcontractors, engineers and architects
- Update industry and safety knowledge by participating in educational opportunities; training; reading professional publications; maintaining personal networks; participating in professional organizations

Qualifications:

- 10+ years of custom residential construction industry experience; commercial construction experience a plus.
- Bachelor's degree (with solid academic standing); degree in construction management or engineering preferred
- Ability to read blueprints and engineered drawings.
- Honesty and integrity
- Strong personal and business ethics
- Professional appearance
- Strong organizational skills and attention to detail
- Ability to multitask and manage the demands of complex projects
- High level of customer service skills; focus on responding to and anticipating client's needs
- Shows leadership characteristics and ability to complete tasks without direct supervision
- A driven, passionate and career-minded individual
- The willingness to do whatever is necessary to provide a superior customer experience
- Civic minded and actively involved in his or her community