



JOB DESCRIPTION

Job Title: Production Manager (PM)

Reports to: Operations Manager (OM)

Department: Tree Care

Date: 8/01/2019

Status: Exempt

POSITION SUMMARY:

The primary role of the Production Manager (PM) is to direct the activities of assigned crews to ensure safety, exceeding customer service and exceeding quality standards are achieved while adhering to the operating budget. Additionally, the PM will work in coordination with all other SGI Departments to successfully achieve common operational goals.

EXPERIENCE & TRAINING:

The PM must have at least one year of experience in directing crews and jobs and have a valid class B California Driver's License with a good driving record, as determined by our insurance company. Other skill set requirements include: the ability to organize, prioritize and allocate workload for optimum efficiency, proficient written and verbal communication, aesthetic and safety of ornamental pruning of trees and plants, ability to train and evaluate employees, excellent organizational skills and detail orientation. PM also needs to have technical knowledge of commercial tree trimming practices, hold an International Society of Arboriculture (ISA) Certified Tree Worker certificate and basic computer skills.

ESSENTIAL JOB FUNCTIONS:

The duties listed below are examples of the work typically performed by an employee in this position

A. Performs job functions timely and efficiently.

- Uphold and promote all standards of safety as described in SGI's policies, OSHA regulations and American National Standards Institute (ANSI) Z133 and A300 tree trimming and safety standards. Immediate reporting of any employee injuries or liabilities incidents to the Operations Manager and PM or OM needs to immediately report the injury incident to the Human Resources Department.
- Implement and exceed current company policy, systems and procedures of all Field Operations, Safety, Quality Control and Technical Training Programs.
- PM will interview and recommend hiring of new employees that will report to them. PM will coach, council and discipline all employees in their direct report.
- Input employee hours daily into BOSS computer system.

Stay Green Inc.

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- Monitoring and holding all subordinates accountability to their duties and responsibilities and acceptable SGI performance levels including wearing appropriate uniform and PPE's for job functions and ensuring personal hygiene, keeping truck, yards and other work areas in good order.
- Responsible for training and evaluating employees that are assigned. Train all new employees on proper SGI horticultural practices. PM will train employees to become crew leaders.
- Assist Operations/Account Manager with job quality evaluations and assist AM with dispatching routing and scheduling of all field labor.
- Provide monthly orders, including small tools, based on budgets provided by AM. PM will monitor and have accountability of all equipment and fleet.

B. The customer service standards of the organization are reflected in daily work habits.

Complaints are researched and responded to within 48 hours unless possible to complete same day.

- Requests from other departments are responded to in a timely, friendly and positive manner.
- All co-workers and customers are treated courteously.

C. Demonstrates behaviors, which are consistent with the Code of Conduct and aligned with the organization's mission, vision and shared values.

- Reports promptly any suspected or potential violations to laws, regulations, procedures, policies and practices, and cooperates in investigations.
- Conducts all transactions in compliance with all company policies, procedures, standards and practices.

D. Ensures that appearance and personal conduct are professional at all times.

- Excellent attendance record follows sick and rain day procedures.
- Wears appropriate uniform and PPE's for job functions and ensures personal hygiene, keep truck, yards and other work areas in good order.
- Works at maintaining a good rapport and a cooperative working relationship with customers and staff.
- Represents the organization in a positive and professional manner at all times.
- Maintains organizational and employee confidentiality at all times.

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PHYSICAL REQUIREMENTS:

The physical requirements described herein are representative of those that must be met by an employee to successfully perform the essential functions of this position.

- Hearing:** Adequate to perform the essential functions of the job.
Speaking: Adequate to perform the essential functions of the job, such as clearly communicating with multiple personnel.
Vision: Normal visual acuity.
Other: Must be able to prioritize; have cognitive reasoning and problem-solving ability.

<p>Lifting up to:</p> <p><input type="checkbox"/> 5 lbs. <input type="checkbox"/> 20 lbs. <input type="checkbox"/> 40 lbs. <input checked="" type="checkbox"/> 50 lbs. <input type="checkbox"/> 60 lbs. <input type="checkbox"/> Over 60 lbs.</p> <p>Pushing up to:</p> <p><input type="checkbox"/> 25 lbs. <input checked="" type="checkbox"/> 50 lbs. <input type="checkbox"/> 150 lbs. <input type="checkbox"/> 250 lbs. <input type="checkbox"/> Over 250 lbs.</p> <p>Manual Dexterity:</p> <p><input type="checkbox"/> Low <input checked="" type="checkbox"/> Medium <input type="checkbox"/> High</p>	<p style="text-align: center;">Average % of time during regular shift devoted to:</p> <table border="0"> <tr> <td>Standing</td> <td>Walking</td> <td>Squatting</td> <td>Sitting</td> </tr> <tr> <td><input checked="" type="checkbox"/> 0-20</td> <td><input type="checkbox"/> 0-20</td> <td><input checked="" type="checkbox"/> 0-20</td> <td><input checked="" type="checkbox"/> 0-20</td> </tr> <tr> <td><input type="checkbox"/> 21-40</td> <td><input type="checkbox"/> 21-40</td> <td><input type="checkbox"/> 21-40</td> <td><input type="checkbox"/> 21-40</td> </tr> <tr> <td><input type="checkbox"/> 41-60</td> <td><input checked="" type="checkbox"/> 41-60</td> <td><input type="checkbox"/> 41-60</td> <td><input type="checkbox"/> 41-60</td> </tr> <tr> <td><input type="checkbox"/> 61-80</td> <td><input type="checkbox"/> 61-80</td> <td><input type="checkbox"/> 61-80</td> <td><input type="checkbox"/> 61-80</td> </tr> <tr> <td><input type="checkbox"/> 81-100</td> <td><input type="checkbox"/> 81-100</td> <td><input type="checkbox"/> 81-100</td> <td><input type="checkbox"/> 81-100</td> </tr> </table>	Standing	Walking	Squatting	Sitting	<input checked="" type="checkbox"/> 0-20	<input type="checkbox"/> 0-20	<input checked="" type="checkbox"/> 0-20	<input checked="" type="checkbox"/> 0-20	<input type="checkbox"/> 21-40	<input type="checkbox"/> 21-40	<input type="checkbox"/> 21-40	<input type="checkbox"/> 21-40	<input type="checkbox"/> 41-60	<input checked="" type="checkbox"/> 41-60	<input type="checkbox"/> 41-60	<input type="checkbox"/> 41-60	<input type="checkbox"/> 61-80	<input type="checkbox"/> 61-80	<input type="checkbox"/> 61-80	<input type="checkbox"/> 61-80	<input type="checkbox"/> 81-100	<input type="checkbox"/> 81-100	<input type="checkbox"/> 81-100	<input type="checkbox"/> 81-100																																																						
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In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and applicants who have been offered employment by Stay Green, Inc. are encouraged to discuss potential accommodations with the employer.

Management has the right to add or change these duties of the position at any time.

APPROVAL AND ACKNOWLEDGMENT OF RECEIPT

Manager and/H.R. Rep: _____ Date: _____
(Signature)

*Employee: _____ Date: _____
(Signature)

Employee: _____ Date: _____
(Print)

*Employee signature acknowledges understanding of the essential functions and requirements of this position.
Employee also acknowledges receipt of this position description.