



Job Title:	Installation Manager
Department:	Installation
Job Grade/Level	
Position Supervisor:	Alex Arizpe
Reports to this Position:	N/A
Location:	Texas Timber Frames – Boerne, TX

### **Job Purpose/Summary:**

Plans and administrates the work of installation personnel under him and works in a broad range of commercial and residential projects. Administrates and supervises the tasks of installation workers and associates in the company. Recruits, instructs and inspires the installation Crew Chiefs and members. Analyzes and examines the progress of projects on site. He sees to it that all installation crews of TTF follow safety rules and regulations of installation.

### **Principal/Main Responsibilities and Tasks:**

- Monitoring the progression of crew chiefs, installation workers and shop employees ensuring that the installation targets are met by them on a daily basis.
- Review drawings and hardware lists before installation date with Project Managers.
- Holding accountability for meeting the goals and objectives of the company, specific to the installations.
- Heading and leading the projects/installation process requirements for installation workers.
- Planning and strategizing the execution of installation deadlines and schedules with TTF Project Managers on a regular basis.
- Coordinate equipment with Project Managers.
- Review what part of the project should be sent/installed to the job site first to maximize TTF's shipments.
- Visit job sites prior to installation and coordinate appropriately with contractors and Project Managers.
- Providing back up and aid to shop/production within the company.
- Ensuring that all installation workers are compliant with the laws, rules and existing policies of the company and the State.
- Working with the Shop, Project Managers and Estimators of TTF in order to execute installation undertakings and workings.
- Directing the activities of the installers and assisting them with mending and initiating the major elements and structures.
- Making sure that the company earns profits and gains by executing installation projects.
- Traveling with crews to erect and install timber frames in Texas and out of state.



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- Carrying out all other assigned jobs and duties of the company that an installation manager is supposed to do effectively and efficiently.
- Providing daily inputs and creative suggestions regarding the installation methods and procedures.

**Minimal Knowledge, Skills and Abilities Required:**

- Experience in residential and commercial construction
- Capable of using power tools with confidence
- Carpenter, Framing, or Woodworking experience
- Ability to effectively read plans and details
- Ability in problem-solving
- Ability to travel
- Professional with a positive attitude
- Reliable and prompt with attendance
- Self-motivated and confident
- Strong communication skills
- Ability to multi-task and meet deadlines
- High School Diploma/GED
- Minimum of 10 years' experience in residential and commercial construction

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Manager/Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_