



Job Title:	Operations Manager
Department:	Operations
Job Grade/Level	
Position Supervisor:	General Manager
Reports to this Position:	General Manager
Location:	Texas Timber Frames – Boerne, TX

Job Purpose/Summary:

Manage overall operations and is responsible for the effective and successful management of labor, productivity, quality control and safety measures as established and set for the Operations Department. Ensure safe and efficient operations. Serve as a company representative on regulatory issues. Enhance the operational procedure, systems and principles in the areas of information flow and management, business processes, enhanced management reporting and looks for opportunities to expand systems. Carry out supervisory responsibilities in accordance with company's policies and applicable laws. Responsibilities may include interviewing, selection and hiring; training new and existing employees; planning, assigning and directing work; authoring and discussing with employee's performance appraisals; addressing employee performance and corrective action plans; employee motivation and rewards. Organizing the production budget in collaboration with the General Manager.

Principal/Main Responsibilities and Tasks:

- Recruit, select, train, assign, schedule, coach, counsel and discipline employees
- Manage staff levels, wages, hours, contract labor within budget
- Develop, implement and review operational policies and procedures
- Lead departmental meetings
- Oversee budgeting, reporting, planning, and auditing
- Develop operations systems to identify and implement process efficiencies
- Analyze process workflow to effectively manage employee/space requirements and equipment layout
- Maintain safe and healthy work environment by establishing, following and enforcing standards and procedures; complying with legal regulations
- Participate in continued education in Operations and related fields
- Responsible for all department managers and supervisors, with review/approval responsibility for all operations employees, both on-site and traveling
- Responsible for all aspects of vehicle and heavy equipment rentals
- Establish contracts and pricing and ensuring proper maintenance and serving as primary liaison with utilities and local government agencies, such as fire, police, health and safety agencies
- Troubleshoot customer service issues and provide solutions
- Perform inventory analysis
- Communicate with legal counsel and safety department to ensure all processes remain compliant with OSHA and other governmental regulations
- Other duties as assigned



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Minimal Knowledge, Skills, and Abilities Required:

- Bachelor’s Degree in Business Administration, any related field, or equivalent job experience
- Lean certification preferred, must attend training if not certified
- 30-hour OSHA certification
- Minimum of 5 years manufacturing experience, carpentry, framing, or woodworking preferred
- Lean certification or training as a requirement
- Understanding of general finance and budgeting, including profit and loss, balance sheet and cash-flow management
- Excellent written and oral communication skills
- Ability to effectively read plans & details
- Capable of using power tools with confidence
- Must be able to lift up to 25 lbs.

Employee Signature _____ Date _____

Manager/Supervisor Signature _____ Date _____