

# VACANCY ANNOUNCEMENT

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## Sheet Metal Production Manager

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This position shall be required to coordinate & schedule ductwork fabrication with input from the Project Managers, field supervisors, and the shop foreman. This position shall also provide fabrication information to the shop foreman for the ductwork. In addition, this position shall procure all materials required for duct fabrication with input from shop foreman.

**Essential Responsibilities** include the following. Other duties may be assigned to meet business needs.

- Coordinate & schedule duct fabrication and delivery
- Procure materials required for duct fabrication
- Coordinate repair & maintenance of shop equipment
- Maintain updated drawings of duct fabricated & delivered to each project
- Coordinate with CAD department on duct to be fabricated from shop drawings
- Communicate and take calls from field supervisors in regards to duct needs
- Develop & maintain an accurate production report to including pounds fabricated per day/per man hour and cost thereof
- Attend weekly staff meetings to update shop status & direction
- Work with shop foreman to achieve production goals & maintain project schedules
- Periodically visit jobsites to better understand project schedules and direction
- Communicate to Project Managers and field supervisors of any fabrication delays or problems
- Direct shop personnel in the absence of the shop foreman
- Complete time and material sheets on a project specific basis
- Complete timesheets weekly and turn into payroll department

**Essential Skills and Abilities:**

- Basic understanding of HVAC duct systems and components
- Ability to read and comprehend project specifications
- Ability to read and comprehend project drawings
- Ability to read and comprehend SMACNA requirements
- Computer skills with an advanced knowledge in developing documents and spreadsheets using Microsoft Office Suite and other software
- Must be detail oriented and organized
- Must be able to self-check own work to ensure accuracy and completeness
- Must be able to manage multiple priorities
- Strong interpersonal, communication, and supervisory skills
- Strong TEAM player

**Educational Requirements:**

- Minimum of high school education, or GED equivalent
- Previous production experience
- Working knowledge of quantitative methods (i.e. forecasting manpower, materials, mathematics, etc.)
- 2+ years supervisory or management related experience, preferably in construction
- Required to read and write English, follow verbal instructions and use simple math

**Physical Requirements:**

- Climb up and down stairs
- Reach for, handle, and manipulate objects and material

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- Lift and carry up to 50 lbs.
- Stoop, kneel, and crouch
- Sit, stand, and walk for long periods
- See and hear (either naturally or with correction); specific vision abilities include close vision and the ability to adjust focus

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