

HIGHMARK



Highmark Companies is accepting applications for an experienced **Production Manager**. This position is accountable for leading and managing Highmark Companies internal labor force to achieve our gross profit goals, reducing non-billable time, maximizing efficiencies in the field, field training, labor forecasting, labor scheduling and timecard and timeclock management. The Production manager oversees all non-emergency service field staff for Highmark Companies. This includes all Lead Carpenters, Carpenters, Installers, and Technicians. This role involves planning, organizing, and directing all production activities, optimizing labor allocation, and holding weekly meetings with teams to ensure effective communication and continuous improvement.

Pay: Starting at \$70K depending on experience

Responsibilities:

- Lead and manage and coach Lead Carpenters, Carpenters, Technicians, and Installers.
- Oversee all employment decisions for Highmark Companies non-emergency field staff.
- Conduct and participate in weekly L10 meeting with peers and direct reports: Rocks, Scorecards, Issues.
- Conduct quarterly conversations with direct reports.
- Conduct yearly performance reviews with direct reports.
- Create and maintain internal labor forecast utilizing Buildertrend and other tools.
- Identify best use of internal labor and crews based on tasks, abilities, budget and availability.
- SSO Entry and updates
- Reivew timecards weekly
- Conduct site visits on a regular basis to ensure people and crews are operating efficiently.
- Ensure that proper safety protocols are in place on all projects and regular safety meetings are occurring.
- Create, implement, and maintain a field training program for all non-emergency field staff.
- Monitor labor budget vs. actuals hours to ensure labor productivity and profitability.
- Maintain a sense of urgency for the field staff to start, produce, and finish all projects with a high level of quality and efficiency.
- Collaborate with Sales and Estimating to continuously improve our estimating process.
- EZ office small tool management

What Highmark Companies offers to you:

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| • Competitive Base Salary | • 401K + Company Matching |
| • Health Insurance- Company pays 100% of employee premium | • Paid Holidays |
| • Health Savings Account | • Responsible Paid Time Off Policy (flexibility to take time off to balance life outside of work) |
| • Dental Insurance | • Profit Sharing |
| • Vision Insurance | • Paid Employee Referral Program |
| • Life Insurance | • Employee Discount Program |
| • Short-Term & Long-Term Insurance | • Great culture and team dynamic |

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Highmark Companies has been named as one of the Top 200 Workplaces in Minnesota by the Star Tribune in 2022 & 2023! Top Workplaces recognizes the most progressive companies in Minnesota based on employee opinions measuring engagement, organizational health, and satisfaction. The analysis included responses from over 79,000 employees at Minnesota public, private and nonprofit organizations. We couldn't have gotten this amazing honor without our employees. **Come see what it's like to be a part of a Top Workplace!**



Qualifications:

- Proven experience as a Production Manager or similar role, specifically in managing carpentry, installation, and technical teams.
- Strong knowledge of production management principles, including scheduling and resource allocation.
- Familiarity with carpentry techniques, installation processes, tools, and materials.
- Excellent leadership and team management skills.
- Proficient in using production management software and tools.
- Strong problem-solving and decision-making abilities.
- Effective communication and interpersonal skills.
- Ability to work under pressure and meet deadlines.
- Strong organizational and time management skills.
- Attention to detail and a commitment to quality.
- Basic computer skills for reporting and communication purposes.
- Ability to motivate and lead a team effectively.
- Instill the 5 core values of Highmark: Trustworthy, Intentional, Driven, Humble & Wise.
- Valid driver's license.
- Must pass a background check.