



JOB DESCRIPTION

Job Title: Production & Purchasing Coordinator
Department: Corporate - Production
Reports To: Vice President of Production
FLSA Status: Non-Exempt, Hourly

Position Summary:

Establish a professional working relationship with the Purchasing Manager, VP of Production, Production Coordinator, Superintendents, and Subcontractors. Analyze construction plans, specifications, and communicate scope of work to vendors. Create accurate time, cost and labor estimates for products, and services. Work with the Production Manager to supply budget reports. Ensure all parties comply with contract requirements and company standards. Consistently operate as a team player.

Essential Duties and Responsibilities: To perform this job successfully, an individual must be able to perform the following satisfactorily; other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESTIMATING/PURCHASING

- Create and distribute bid packages.
- Create, distribute, and track subcontractor documents.
- Estimate labor and material costs.
- Assist with maintaining take-offs, item cost and contract prices.
- Meet with vendors and assist in cost negotiation.
- Obtain and maintain complete vendor quotes.
- Research and find new vendors.
- Assist with new project set-up and maintenance in the Mark Systems software.
- Create and maintain project budgets.
- Review, create, approve, and manage WO, PO, CO, and VPO.
- Create, distribute, and maintain subcontractor notices and reminders.
- Manage vendor contracts and all other required documents for all projects.
- Consult with Westcott's insurance agent and outside insurance companies regarding subcontractor insurance requirements and ensure that subcontractors meet and maintain current standards.
- Coordinate pre-construction and construction meetings.

PERMITTING

- Work directly with the Superintendents to establish and execute permit pull schedules to ensure all permits are obtained on schedule.
- Research model home permit requirements and process permits as appropriate.
- Research permit costs and provide accurate budgets for feasibility and accounting.
- Process building permits (including water, sewer, temporary and permanent power).
- Build master lot files to include permit applications, building permits, and plot plans.

- Stock, order, maintain and update plans with engineering and specifications.
- Process permit check requests, track progress and complete within necessary time frames.
- Establish positive working relationship with county and city jurisdictions to provide ease in applications/resubmittals.
- Work with the architect and engineers to ensure plans are updated and accurate. Manage timeline to ensure necessary documents are ready to submit on our timeline.

SAFETY MANAGEMENT

- Create and process safety binders and documentation to support Superintendents' job site safety requirements.
- Generate meeting agendas for jobsite safety meetings.
- Collect and monitor/track safety meeting agendas, inspection checklists, and hazard reports.
- Report and process jobsite accidents to Human Resources.
- Monitor and CPR and first aid cards for employees and subcontractors.
- Attend safety classes and track attendance.
- Monitor that first aid kits are stocked, and safety signage is up to date (OSHA).

SCHEDULING

- Work with the Superintendents to maintain established schedule to ensure a smooth flowing production process.
- Maintain integrity of schedules.
- Create management reports for tracking performance.
- Communicate with other departments on scheduling requirements during development phase to optimize efficiencies on bringing product to market.
- Create and edit schedule templates on a regular basis.
- Work with Superintendents and Sales/Marketing to establish estimated closing dates.

PRODUCTION SUPPORT

- Schedule continuing education and other classes for the production department.
- Order supplies for job shacks.
- Send updated schedules, addresses, plan matrices, etc. to subcontractors, as necessary.
- Report Storm Water Pollution Prevention Plan to the Department of Ecology.
- Assist in ITK trainings for Westcott Employees and Vendors.
- Assist with onboarding new employees

GENERAL

- Create, edit, distribute, and maintain policies and procedures.
- Assist Human Resources with general duties as needed.
- Approve invoices for utilities from various jurisdictions and enter invoices into AP spreadsheet.
- Perform other duties as assigned.

Competencies: To perform the job successfully, an individual should demonstrate the following.

Cooperation - Displays positive outlook and pleasant manner. Establishes and maintains effective relations. Exhibits tact and consideration. Offers assistance and support to co-workers. Works actively to resolve conflicts. Works cooperatively in group situations.

Dependability - Commits to doing the best job possible. Follows instruction. Keeps commitments. Meets attendance and punctuality guidelines. Responds to requests for service and assistance. Takes responsibility for own actions.

Job Knowledge - Competent in required job skills and knowledge. Displays understanding of how job relates to others. Exhibits ability to learn and apply new skills. Keeps abreast of current developments. Requires minimal supervision. Uses resources effectively.

Quality - Applies feedback to improve performance. Demonstrates accuracy and thoroughness. Displays commitment to excellence. Looks for ways to improve and promote quality. Monitors own work to ensure quality.

Quantity - Achieves established goals. Completes work in timely manner. Meets productivity standards. Strives to increase productivity. Works quickly.

Safety & Security - Determines appropriate action beyond guidelines. Observes safety and security procedures. Reports potentially unsafe conditions. Uses equipment and materials properly.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

Bachelor's degree from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

Language Ability:

Read, analyze and interpret business, professional, technical or governmental documents. Write reports, business correspondence and procedure manuals. Effectively present information and respond to questions from managers, customers and the public.

Mathematical Ability:

Calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Apply concepts of basic algebra and geometry.

Reasoning Ability:

Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

Proficient in Microsoft Word, Excel, and Outlook.

Certificates and Licenses:

Supervisory Responsibilities:

This position does not have any supervisory responsibilities.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Moderate noise is typical for this work environment.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1)Employee is frequently required to stand, walk, or sit for extended periods; 2) frequently required to talk and/or hear; 3) occasionally lift and/or move objects up to 40 pounds; 4) occasionally required to stoop, kneel, or crouch; 5) frequently uses hands and fingers to handle, feel or move objects, tools or controls, to reach with hands and arms, and to write; 6) vision abilities include close, color, and peripheral vision as well as depth perception, the ability to adjust focus, and the ability to read; 7) the noise level in this environment is usually quiet to moderate, although noise levels at field jobsites can vary tremendously and become loud.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

ACKNOWLEDGED: Employee Signature

Date

PRINT: Employee Name

ACKNOWLEDGED: Supervisor/Manager Signature

Date