



## JOB DESCRIPTION

**Job Title:** Production & Purchasing Coordinator  
**Department:** Corporate - Production  
**Reports To:** Production Manager  
**FLSA Status:** Exempt, Salary

### **Position Summary:**

Establish a professional working relationship with the Production Manager, VP of Production, Superintendents, and Subcontractors. Work with Jurisdictions to successfully apply for and obtain permits in a timely manner. Assist in analyzing construction plans, specifications, and communicating scope of work to vendors for bidding purposes and throughout the lifetime of a project. Work with the Production Manager to supply current budgets and 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.

### PERMITTING

- Work directly with the Superintendents to establish and execute permit pull schedules to ensure all permits are obtained on schedule.
- Process permit check requests, track progress and complete within necessary time frames.
- 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.
- 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.

### ESTIMATING & PURCHASING SUPPORT

- Assist with the creation and distribution of bid packages.
- Assist with estimating labor and material costs.
- Assist with maintaining take-offs, item cost and contract prices.
- Assist with obtaining and maintaining complete vendor quotes.
- Assist with researching and finding new vendors.
- Assist with new project set-up and maintenance in the Mark Systems software.
- Assist with the review, creation, and approval of WO, PO, CO, and VPO.
- Create, distribute, maintain, and track subcontractor documents, notices and reminders with Supervisor direction and approval.

- Manage vendor contracts and all other required documents with Supervision direction and approval.
- Consult with Westcott's insurance agent and outside insurance companies regarding subcontractor insurance requirements and ensure that subcontractors meet and maintain current standards.

#### SCHEDULING

- Work closely with Site Superintendents in maintenance of schedules to ensure a smooth flowing production process.
- Create management reports for tracking performance as directed.
- Create and edit schedules & templates as directed.
- Maintain integrity of SmartSheet schedules.

#### PRODUCTION SUPPORT

- Ensure timely payment of utility & other miscellaneous indirect budget line items.
- Reconcile monthly Exception Reports.
- Schedule continuing education and other classes for the Production Department as needed.
- Order supplies for job shacks when necessary.
- Send updated schedules, addresses, plan matrices, etc. to subcontractors, as necessary.
- Work with reporting agency to ensure Storm Water Pollution Prevention Plan is being reported to the Department of Ecology.
- Manage Rebate Programs for optimal rebates.
- Assist in ITK trainings for Vendors and Westcott Employees.

#### 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 CPR and first aid certifications for employees and subcontractors.
- Assist with keeping first aid kits stocked, and safety signage is up to date (OSHA).

#### GENERAL

- Create, edit, distribute, and maintain policies and procedures when necessary.
- Assist Human Resources with general duties as needed.
- 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.

**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.

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**ACKNOWLEDGED: Employee Signature**

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**Date**

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**PRINT: Employee Name**

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**ACKNOWLEDGED: Supervisor/Manager Signature**

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**Date**