



NIP TUCK REMODELING - CANDIDATE PROFILE
Production Manager

Nip Tuck Remodeling, LLC

We are a full-service, award winning Design/Build remodeling company serving Snohomish and King Counties. We specialize in whole house interiors with a focus on kitchen & bath remodeling.

We are a company built on consistent, reliable results, and extraordinary outcomes. We do whatever it takes to ensure the quality of service to our clients, employees and trade partners.

Happiness Guaranteed...we promise to take our clients on a journey that fully explores their needs, creates a vision of space & aesthetics they love at a price that they can afford. We can promise this because our team will make sure our clients are in alignment with needs, space, aesthetics & value BEFORE we swing a hammer. With our systemized approach to execution and an on purpose attitude, we guarantee that Happiness is an expectation on each & every Nip Tuck project.

For more information, please visit www.niptuckremodel.com

PRODUCTION MANAGER OVERVIEW

Oversee and manage production activities for Nip Tuck Remodeling. Coordinate and manage the production process from sales hand-off through the completed project and warranty phase.

- **FINAL PLAN REVIEWS:**
 - Buy out projects prior to final contract
 - Ensure accuracy of information and completeness of file for construction
 - Perform plan review with officials as needed and acquire permits

- **TRADE DAYS AND ESTIMATING**
 - Participate and lead
 - Site condition and logistics
 - Responsible for RFQ, subs, labor and material take-offs
 - Participate in final bid review

- **PROCUREMENT**
 - Review Purchase Orders prior to release to Designer & Project Manager
 - Responsible for ordering windows, doors & any other pre-order construction material



- **BENCH AND VENDOR RELATIONS**
 - Build and maintain bench carpenters, trades
 - Trade contractor breakfast
 - Negotiate pricing annually and per plans
 - Manage difficult situations if they arise with attitudes or performance in support of Project Manager

- **PROJECT SCHEDULING**
 - Manage big picture schedule with job calendar for starts and worker availability
 - Keep trades aware of upcoming projects
 - Oversee Project Manager creations of individual job calendars
 - Control and monitor project schedules globally to determine actual start dates

- **FIELD AND STAFF MANAGEMENT**
 - Allocate and communicate field staff resources
 - Run weekly on-site production meeting (review of budgets, schedules, QC issues, cleanliness)
 - Responsible for management of field personnel and project manager(s)
 - Coaching and evaluating employees
 - Recommendations for training
 - Assist to keep employer and field / trade morale high

- **FINANCIAL MANAGEMENT**
 - Approve invoices
 - Review and approve time sheets
 - Identify and track cost overruns and how they happened
 - Review job cost status
 - Work with Office Manager to produce monthly WIP report
 - Ensure change orders and allowances are being captured and invoiced from field

- **POST PRODUCTION / WARRANTY**
 - Conduct assessments
 - Create solutions (from now on)
 - Respond to all warranty