

JOB TITLE: General Trades Manager
REPORTS TO: Operations Manager
EXEMPTION STATUS: Exempt
GRADE/SALARY:
DEPARTMENT:
LAST UPDATED: November 16, 2010

PURPOSE

The purpose of this Job Description is to establish and define the authority, accountability, reporting relationships, responsibilities, duties, and measures of performance of the General Trades Manager of _____.

BASIC FUNCTION

The basic function of the General Trades Manager is to schedule field associates' time with respect to project scope as well as to supervise the construction activities that take place on any given work day.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- Complete daily logs by 8:30am each day for previous day.
- Verify weekly timesheets.
- Review and approve/reject invoices weekly.
- Prepare for and conduct project meetings weekly.
- Schedule and assign appropriate manpower for all General Trades activities
- Monitor and control manpower productivity on a daily basis.
- Obtain building permits.
- Order necessary safety equipment, tools, and materials as required in order to meet project demands and product lead times.
- Obtain proposals from subcontractors to avoid schedule conflicts.
- Submit purchase orders upon receipt of packing slip and delivery inspection.
- Create schedules at the beginning of a project and update on a weekly basis.
- Complete hazard assessments as necessary.
- Obtain safety documentation prior to project start-up.
- Update as-built drawings weekly prior to job meeting.
- Prepare for and conduct project meetings weekly.
- Cost track material purchased and labor expended.
- Create and issue change orders, RFIs, and RFPs as required.
- Award subcontractors contracts prior to start-up meeting or after schedule has been created.
- Initiate action of bid participation letter within one week of awarding contracts.
- Monitor subcontractors and field associates progress daily for quality control throughout construction project.
- Meet and maintain open line of communication with owner/tenant, architect, and engineer throughout direction of project.
- Keep office and outside field staff up-to-date on projects weekly.

- Keep project site clean and appearance professional daily.
- Create completion list weekly throughout construction project.
- Schedule and facilitate owner training upon substantial project completion.
- Assist Project Assistant with owner's manual and warranty prior to subcontractor's first payment.
- Schedule final inspections and obtain occupancy upon substantial project completion.
- Conduct close-out meetings within 45 days after project is 100% complete.
- Follows appropriate steps in the Project Manager's Process Manual.
- Visit job sites periodically throughout the week and checks for inaccuracy.
- Approve/deny associate vacation requests and coordinate with Supervisors/Project Managers upon receipt; submit original to Human Resources.
- Ensure associate vehicles, tools, and equipment are cleaned and maintained as they are being used, while also ensuring they are being operated by certified associates and following all DOT and OSHA regulations.
- Ensures proper signing in/out procedures are completed as equipment/material is used.
- Periodically inspect associate's personal tools for excessive wear and tear, and that they are in compliance with tool requirements quarterly or as needed.
- Maintain overall safety of all person(s) on job site daily including completing or delegating daily safety checklist and completing safety inspections.
- Informs associates of the location of first aid kits, fire extinguishers, MSDS's, egress routes, and emergency information.
- Ensures that all associates and subcontractors are utilizing all personal protective equipment appropriately.
- Ensures proper safety equipment and personal protective equipment is available, maintained, and inspected prior to use, as well as completes and documents annual inspections.
- Ensures toolbox talks are being administered.
- Coach and assist associates in their career development to build skill levels within their position.
- Understand basic guidelines for human resource administration and implement as appropriate.
- Prepare and conduct performance evaluations jointly with Supervisor/Project Manager and Human Resources as required.
- Document associate positive and negative performance throughout the year as it occurs.
- Attend and participate in all required safety trainings.
- Ability and willingness to travel when required.
- Stay current with changing technology/tools and participate in educational/training opportunities.
- Demonstrates respect for the differences between personalities and works toward consensus through positive teamwork.
- Follow company policies and procedures.
- Perform job in a professional manner (appearance, language, behavior).
- Upholds the values and missions of _____.
- All other duties as assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to complete all areas outlined for this position in a satisfactory manner. The requirements listed below are representative of the knowledge, skills, and/or abilities necessary to meet the minimum job requirements of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

EDUCATION

- Required: High School Diploma or GED
- Preferred: Bachelors Degree in Construction Management or Engineering field

LICENSING/REGISTRATION/CERTIFICATION

- Required: Have and maintain valid Driver's License with proof of insurance according to company standards.
- Preferred: Completion of OSHA 30 Hour, First Aid/CPR, Forklift and Aerial certifications are required within the first year of employment.

EXPERIENCE

- Required: 7-10 years of field experience
- Required: 6 or more years in blueprint and specification reading and design
- Preferred: Experience as a Project Manager Assistant or Field Supervisor (or equivalent position) in a construction related organization.

SKILLS, KNOWLEDGE, AND ABILITIES

- Knowledge of the general construction industry and the sub trades.
- Understanding of construction estimating techniques and standards.
- Ability and willingness to travel.
- Fluency with tools used in various trades.
- Ability to use many different communication tools.
- Ability to communicate with office/field staff, subcontractors, suppliers, owners/tenants, architects, and engineers.
- Ability to perform tasks and follow directions assigned by the Operations Manager accurately and within the specified timeframe.
- Ability to productively manage time and materials in order to maximize efficiency and quality.
- Computer knowledge, mathematics, business writing, organizational, technical, human relations, and conceptual skills to manage projects.
- Take pride in servicing the customer and have a strong commitment to safety.
- Ability to motivate others and create personal value within a team.
- Ability to identify and troubleshoot problems before they become major issues.
- Ability to handle multiple tasks at the same time while maintaining attention to detail.
- Ability to be self-motivated.
- Skilled in decision making.
- Ability to meet deadlines.
- Ability to work in stressful situations.
- Knowledge of Microsoft Project software and Master Builder (or equivalent applications).
- Knowledge of Microsoft Office Applications.
- Excellent written and verbal communication skills.
- Ability to interact with management.

PHYSICAL DEMANDS

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the General Trades Manager's job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions of the job.

While performing the responsibilities of the General Trades Manager's job, the associate is required to talk, hear, and see. The associate is often required to sit and use their hands and fingers, to handle or feel and to manipulate keys on a keyboard. The associate is occasionally required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. The associate is often required to elevate to heights of 30 feet or higher and lift 75 pounds or more. Must have sufficient manual dexterity to be able to operate all office equipment including, but not limited to: computers, fax machines, copy machines, and telephones.

WORK ENVIRONMENT

While performing the responsibilities of the job, these work environment characteristics are representative of the environment the General Trades Manager will encounter. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the job.

While performing the duties of this job, the associate is occasionally exposed to moving mechanical parts and vehicles. The associate is also exposed to varying weather elements. The noise level in the work environment is usually moderate to noisy.

CONCLUSION

This job description is intended to convey information essential to understanding the scope of the General Trades Manager's position and it is not intended to be an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with the position.