



Kurtz Bros., Inc.
Job Description

Position: Production Manager
Reports To: Director of Operations
Status: Exempt

<p>Qualifications & Requirements</p>	<ul style="list-style-type: none"> • High school graduate or equivalent • Management experience in the production and distribution of landscaping materials • Experience operating heavy equipment; including but not limited to excavators, skid steers, front end loaders, bulldozers, screeners, grinders, and other equipment as necessary • Computing knowledge (MS Word, Excel, PowerPoint, Windows) required • Able to quickly develop a working knowledge of Kurtz Bros., Inc. products • Attention to detail, accuracy, and follow through • Good communication and listening skills
<p>Primary Responsibilities</p>	<ul style="list-style-type: none"> • Develop annual production plan in support of organizational strategy and objectives • Develop operating budget • Assist in the development and implementation of strategic marketing plans • Monitor competitor products, sales and marketing activities • Establish and maintain relationships with industry influencers and key strategic partners • Maintain a consistent corporate image throughout all product lines and events • Meet with key clients, assist sales representatives with maintaining relationships • Resolve customer complaints and concerns relative to products • Analyze and control expenditures of the department to conform to budgetary requirements • Prepare periodic reports relative to production (inflow needs to volumes) • Participate in the development of new products, modification of existing products, and termination of ineffective products • Analyze and control product inventory levels to maximize ROI and Turnover • Review production and material costs quarterly to establish standard costs for manufactured products • Establish KB performance standards, monitor and review • Identify and qualify potential KB expansion and market development opportunities • Incumbent will be required to sit, stand, lift, kneel, bend, type, use personal computer, telephone, and two way radio • Local travel to other KB sites will be required on a frequent basis • Exposure to loud noises, hot/cold temperatures, dust, and other environmental factors • Perform other duties as assigned

This job description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions expected of an incumbent. It is not designed to cover or contain a comprehensive listing of qualifications, duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required. This job description does not constitute any type of employment contract. The employment relationship is at-will and may be terminated at any time. The Company reserves the right to modify job descriptions, as deemed necessary.