**Company Name**



Street Address

Your City, ST ZIP

**YOUR PLACE IN THE COMPANY:** **VP-Production**

**YOUR LEADER:** Chief Executive Officer

**WHO YOU LEAD, TEACH AND SUPPORT:** Manager of Purchasing and Subcontractors, Projects Manager

**HOW YOU HELP THE COMPANY SUCCEED:** Provide staff support in the form of production systems for procurement, maintenance, distribution and implementation of production materials. Assist in pre-planning projects and finding solutions to potential problems before construction begins.

**MAIN RESULTS EXPECTED FROM YOU:**

* Pre-plan projects.
* Identify solutions to potential problems before a project begins.

**MAIN WORK YOU DO:**

* Logistics planning, such as site access, material deliveries, equipment requirements.
* Development of master schedules, material and manpower availability, and site conditions.
* Compliance with local ordinances.
* Perform constructability reviews.
* Develop on-site Quality Assurance/Quality Control (QA/QC) program.
* Phase the work in the most efficient manner possible.
* Build in value engineering.
* Assist in preparation of purchasing requisitions and subcontract contract reviews.
* Ensure that the preconstruction staff works closely with the project manager or project executive on the project and with other departments as well.

The information above represents the **minimum** expectations for this position.

Please feel free to exceed those expectations.