

POSITION DESCRIPTION

OPERATIONS MANAGER

Office Location: St. Louis, Missouri

Level: 10-15 Years of Experience

Company: Square Up Builders, LLC

Reports to: General Manager

Supervises: None

A. Essential Functions

1. Recruit, develop, and retain outstanding carpenters that set Square Up apart from any other carpentry company in the region.
2. Model and drive a culture of safety, awareness, and good decision making in the field on every project with every employee.
3. Ensure maximum productivity and teamwork without compromising safety or quality to meet or exceed estimates.
4. Maximize the use of talent and the mix of talent (crews) across all projects in keeping with strategic objectives of the company.
5. Hold foreman and field staff accountable for results. Create a culture of accountability and an association with "Square UP Excellence."
6. Be a mentor and troubleshooter to aid foremen with planning, problems and challenges on the jobsite. Be a mentor and coach, not a savior.
7. Focus on continuing your professional development and growth regarding industry means and methods, tools, equipment, technology, safety best practices and regulations, management, and leadership.
8. Make sure that foremen are clear on the scope of work and that no extra work is performed without proper authorization and processing.
9. You will be called upon from time to time to aid in the development of estimates – in particular, crew mixes, productivity expectations, and means and methods.
10. Manage man-hour project completion projections

B. Desired Qualifications

1. 10-15 years of experience in the carpentry industry required
2. OSHA 30-required
3. Experience in manpower management, preferred
4. Knowledge and understanding of commercial trim and installation required
5. Knowledge and understanding of metal studs and drywall and installation required
6. Experience working on wood frame/hotels, multi-family housing and light commercial project, preferred
7. Must be proficient in base computer functions and programs, specifically Microsoft Word and Excel
8. Working knowledge of job site safety as well as ability to complete a company specific safety orientation
9. High standard of integrity and professionalism
10. Ability to lift 50-60 lbs.
11. Drug free at all times

COMPANY PROFILE

The UP Companies, one of the region's largest full-service MBE-Certified contractors, offers competitive, all-inclusive solutions for general contractors, owners and facility management professionals. Founded on the ideals of technical excellence, personal responsibility, collaboration and diversity, we pride ourselves on the ability to provide integrated solutions to all clients. Our mission is to exceed the expectations and experiences of our collaborators and clients by utilizing our unique corporate infrastructure to provide safe and innovative solutions, exceptional workmanship, technical excellence and integrity at every level. The UP Companies provides the Best Value per Square Foot.