



KRAMER TREE SPECIALISTS, INC.  
300 CHARLES COURT  
WEST CHICAGO, ILLINOIS 60185

<b>Job Description: Production Scheduling Coordinator</b>	
<b>Reports to:</b> <i>Production Manager</i>	<b>Department:</b> <i>Production</i>
<b>Location:</b> <i>West Chicago, IL</i>	<b>Contact:</b> <i>James Clancy – <a href="mailto:jclancy@kramertree.com">jclancy@kramertree.com</a></i>

The following is a list of specific duties, which are considered to be essential functions of the Production Scheduling Coordinator position. The list is not exhaustive as all positions at Kramer Tree Specialists, Inc. are dynamic. The employee who occupies this position is expected to assume any/all duties assigned by management irrespective of whether such duties are specifically included in this list.

**MAJOR OBJECTIVE:**

The main objective of the Production Scheduling Coordinator position is to coordinate and schedule all tree production crews, vehicles, equipment, and materials in order to **maximize** tree production operations. Major objectives include working in conjunction with the sales arborists, Shop Manager, Arborist Supply Coordinator, PHC Manager and Mulch Manager in order to effectively and efficiently schedule and complete in-field tree production operations. Maintain consistent and open communication with all company support personnel is a vital role of the Production Scheduling Coordinator position. All Kramer Tree Specialists employees are expected to always maintain a positive image and adhere to our core values and Performance Triangle, which involves the balance of safe, productive and quality work practices.

**ESSENTIAL FUNCTIONS:**

- Ensure the accuracy of all appropriate forms and documents utilized to efficiently schedule tree production crews and all work orders that they carry out, along with assistance with all other departments as necessary and directed
- **Be available daily after the daily sheet is compiled for the following day and sent out to all appropriate personnel, must be available to respond and adjust staff and resources relative to any job change orders from sales staff**
- Ability to sit for extended periods of time working on a computer at a desk in an open office environment, as well as remotely when necessary
- Ability to work overtime and/or weekends as directed when work load dictates the need
- Assisting the Production Manager with efficient routing and prioritizing work order completion as dictated by client needs and degree of work as described in work order
- Assuring the appropriate personnel are assigned work that **maximizes productivity** and fits their skill sets and abilities so that they are able to conduct the work safely, productively and professionally and in accordance to the work order specifications
- Compiling data to create reports as requested by the Production Manager or Director of Operations
- Keeping an organized tracking system to ensure accurate tracking of work backlog
- Review and approve employee timecards daily to maintain accuracy within payroll systems and ensuring accurate allocation of crew hours as they apply to work orders, this will include tracking of billable and non-billable time
- Assure the accuracy of daily sheets to reflect actual production staff activities for the day, being responsive immediately following the daily sheet going out and making adjustments and staff/rep notifications in a timely fashion due to a dynamic scheduling environment
- Maintain, update and enter staff hours, job codes and weekly schedules in payroll system, ensuring accuracy and punctual submittal each week
- Assure that the nightly hook up sheet has all tools, equipment, and machinery, clearly indicated to be loaded onto trucks and ready for work the evening before the scheduled work is to be completed
- Utilize web based GPS and telematic systems for reporting and vehicle monitoring purposes
- Monitor the status of work orders and communicate that to appropriate personnel for timely completion of work orders
- Participate in regularly scheduled production and safety meetings providing pertinent scheduling or operational information for continuous improvement

- Plan weekly and daily activities in advance to ensure appropriate crew coverage and equipment / vehicle availability under all weather conditions and develop a contingency plan in order to make adjustments in a timely fashion.

**REQUISITE KNOWLEDGE, SKILLS, & ABILITIES**

- Excellent organizational skills, accuracy and attention to detail
- The proven ability in providing clerical support within an organization and positive interaction working with both office and field personnel, with a positive attitude as well as the ability to handle highly sensitive data in an appropriate manner
- Previous experience in job scheduling and/or project management is preferred.
- A background or desire to understand arboriculture and equipment and tools necessary to conduct the work
- The ability to use independent judgment to develop creative solutions to problems that arise.
- Excellent communication skills, both written and verbal, in order to communicate with appropriate personnel.
- Critical thinking skills with the ability to categorize, prioritize, and communicate information from multiple sources in a fast paced environment.
- Computer proficiency – Microsoft Office software including MS Word and Excel, [web based tracking software](#) and [current CRM software](#) or [familiarity with CRM software](#)

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Employee Signature:                                  Date:

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Manager Signature:                                  Date:

*Kramer Tree Specialists, Inc. is an Equal Employment Opportunity employer*