



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

Job Title: Production & Safety Manager	Supervisor: Director of Operations	Department: Production
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The following is a list of specific duties, which are considered to be essential functions of the Production & Safety Manager position. The list is not exhaustive as all positions at Kramer Tree Specialists, Inc. are dynamic. This is consistent with our need to be flexible and responsive to the needs of our customers. 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.

Position Summary

The main objectives of the Production & Safety Manager position are to lead, coordinate, supervise and ensure safe, productive and high quality services offered throughout the Production Department field staff, scheduling staff and arborist supply coordinator, all adhering to ANSI A300 and Z133 standards. This position is also responsible to lead and ensure company compliance with all applicable safety regulations across all services provided. Provide effective leadership skills to enhance efficiencies, safety compliance, and inspire high quality services through effective and consistent communication with clients, crew leaders, and sales arborists. Lead, develop and sustain a positive work environment that inspires professionalism, safe work practices and staff skill development as it relates to the production arboriculture.

Essential Duties and Responsibilities

- Oversee the completion of all services carried out by the Production Department, including collaborative efforts on snow operations, as deemed necessary.
- Supervise all Production Department scheduling staff to ensure exceptional client service, field staff support and training needs, efficient work order scheduling and routing, effective collaboration with the sales team and assurance of accurate job cost tracking, documentation and entry for the completion of all processed work orders and invoicing needs from the Production Department.
- Supervise and support scheduling staff to effectively prioritize weekly and daily activities of all field production staff in advance to ensure appropriate crew coverage under all weather conditions and develop contingency plans as necessary in order to make adjustments and provide staff notification in a timely fashion.
- Assure appropriate paperwork is executed and submitted accurately and in a timely manner, including: timesheets, payroll approval, daily logs, DOT vehicle books, billing documentation, completed work orders, and other documents that are required.
- Assist Administration Manager with new hire onboarding needs, including MVR collection, DOT requirements as applicable and all other pre-employment authorizations required.
- Collaborate effectively with other Department Managers to best utilize staff and resources across all services offered throughout the year.
- Attend and actively participate in all management staff required duties, meetings and goals.
- Conduct regularly scheduled production staff, safety, and production scheduling meetings, providing pertinent operation information.
- Understanding of and compliance assurance of all Kramer Tree Specialists company and personnel policies and procedures across department staff.
- Conduct annual performance reviews for all positions reporting directly to Production Manager, utilizing all appropriate management team members to provide the best assessment of each staff member's performance.
- Regularly conduct field staff evaluations/on-site inspections to ensure safe work practices, quality control of all services provided and efficient work practices of all staff and crews.
- Lead, develop and implement standard operation procedures for the Production Department.
- Oversee and ensure arborist supply materials are kept at appropriate inventory amounts, purchases are made in accordance with our purchase policies and inventories are being maintained and equipment use is tracked and managed.
- Lead and maintain company compliance with all applicable safety regulations as it pertains to company services and processes, including OSHA requirements, ANSI Z133, and all third party safety compliance regulations.

- Support Director of Operations with oversight on all company incident/injury investigations, resolutions, reporting needs and corrective action measures.
- Assist Administration Manager with DOT compliance needs, injury reporting and management needs.
- Lead and coordinate the company's Safety Task Force Committee and Monthly Safety Task Force meetings.
- Develop, organize, and monitor all applicable DOT regulations and guidelines, as it pertains to drivers, to assure KTS is in total compliance with these regulations, policies and guidelines.
- Coordinate, maintain and facilitate annual and pre-employment driving training, annual MVR Reports, driver files and DOT Compliance Training.
- Coordinate and assist staff with the acquisition and maintenance of E-rail safe cards for railroad work.
- Ability to respond to and effectively coordinate incident resolutions, 24/7 availability may be necessary
- Develop, update, and maintain KTS Health & Safety Handbook.

Knowledge, Skills, Abilities

- The ability to effectively prioritize and coordinate numerous tasks, to complete each task safely, efficiently and effectively.
- The ability to work long hours, including weekends as necessary, during periods of heavy workload.
- Ability to sit, stand or drive for periods of time dependent on daily duties.
- Ability to lift a minimum weight of 30 lbs
- Knowledge/experience of OSHA compliance regulations, ANSI Z133, and other relevant safety regulations to the arboriculture industry.
- Understanding and/or willingness to practice Interaction Management and superior leadership skills for the positive development of staff skill sets, trust and morale.
- Excellent teamwork skills and the ability to adjust as workload dictates department priorities
- Excellent communication skills, both written and verbal, and excellent interpersonal skills, to communicate with clients and staff effectively and promptly.
- Experience working in production arboriculture, including the ability to operate/understand all equipment used by the production crews, proper trailer hookup, load securement, etc.
- Proven knowledge of snow removal operations and equipment.

Pre-Requisites

- Management experience in a field production related industry.
- Background and interest in the green industry, preferably commercial arboriculture, and field experience in production arboriculture.
- Valid and current Illinois Driver License and medical card (required)
- ISA Certified Arborist (preferred)
- TCIA CTSP (preferred)
- CDL Driver License Class A with (air brake) endorsement (preferred)
- OSHA 10 hour general industry and First Aid certified (preferred)

Employee Signature Date

Manager Signature Date

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