



## POSITION DESCRIPTION

<b>POSITION TITLE</b>	<b>Executive - General Manager - MFG</b>
<b>SALARY GRADE</b>	E
<b>JOB CODE</b>	E-E
<b>STATUS: Exempt</b>	Is required to complete work to the Company's standards on a weekly basis. Is expected to work an average of 50 hours per week and will be paid a fixed salary for all hours worked.
<b>REVISION DATE</b>	9-1-2011

### I. GENERAL JOB DESCRIPTION/PURPOSE:

Direct the operations of the company's Big Island Components, Truss/Wall Panel Design Group and Custom Metal Roofing Manufacturing Operations to achieve company's financial, operational and customer service objectives. Perform assigned functions in compliance with the company's Leadership Requirements and policies, and all applicable laws and regulations.

### II. LEADERSHIP REQUIREMENTS (if applicable):

LR Code	Leadership Requirement
LR	<p>Think and behave in alignment with the Company's vision, mission, goals, objectives and Corporate Culture. Build and foster trust with employees, customers, vendors, and the community. Continuously evaluate results and improve the way HPM customers are serviced.</p> <p>Corporate Culture Core Purpose: Bring Enjoyment and Success to our Customers Core Values:</p> <ol style="list-style-type: none"> <li>1. Honesty, Integrity and Accountability: Assume full responsibility for our personal actions with our customers and each other and operate with integrity in all of our relationships.</li> <li>2. Fairness and Respect for People: Treat our customers, our suppliers, and each other in the same way we would like to be treated, with respect, fairness and dignity.</li> <li>3. Continuous Self-Improvement: Continually seek to improve ourselves, our work and in the ways we service our customers.</li> <li>4. Commitment to Excellence: Be satisfied with nothing short of excellence in everything we do.</li> </ol>

### III. ESSENTIAL FUNCTIONS:

EF Code	Essential Function
EF 1	<p>Results:</p> <ol style="list-style-type: none"> <li>1. Achieve assigned financial and operational goals.</li> <li>2. Comply with company policies (safety, personnel and operation) and applicable laws and regulations.</li> </ol>
EF 2	<p>Plan and organize: Ensure a well-integrated and responsive division/branch structured to provide excellent customer service while preserving the Company's assets.</p> <ol style="list-style-type: none"> <li>1. Establish objectives &amp; strategies.</li> <li>2. Develop policies/processes.</li> <li>3. Develop and implement projects to improve processes, as required.</li> <li>4. Understand market conditions and trends.</li> <li>5. Participate in budget process.</li> <li>6. Set priorities.</li> <li>7. Maintain a clean and organized work environment.</li> </ol>
EF 3	Staff: Within assigned area(s) of responsibility,

EF Code	Essential Function
EF 4	<ol style="list-style-type: none"> <li>1. Determine staffing needs to achieve unit's goals.</li> <li>2. Hire subordinates.</li> <li>3. Develop subordinates utilizing Employee Development and Learning Management systems. <ul style="list-style-type: none"> <li>o Assign subordinates to specific responsibilities.</li> <li>o Create and communicate challenging, yet attainable, job performance expectations.</li> <li>o Train and support subordinates to meet job performance expectations.</li> <li>o Comply with Performance Evaluation process in providing constructive, continuous and honest feedback.</li> </ul> </li> </ol> <p>Direct and Control: Ensure the performance of the following:</p> <ol style="list-style-type: none"> <li>1. Work closely with all divisional managers and other pertinent individuals to ensure coordination and efficient achievement of unit's goals and objectives.</li> <li>2. Guide and motivate subordinates to fulfill responsibilities.</li> <li>3. Regular function audits to ensure adequate internal controls, safety of company's assets and compliance with company's policies and all applicable laws and regulations.</li> <li>4. Accuracy and timely distribution of necessary reports.</li> <li>5. Optimal system of communication with all branches/divisions to ensure internal customer satisfaction.</li> <li>6. Safety and accuracy of all files in compliance with company's Record Retention policy and legal requirements.</li> </ol>
EF 5	<ol style="list-style-type: none"> <li>1. Ensure the optimal management of the following operations/departments to meet company's financial, operational and customer service objectives: <ol style="list-style-type: none"> <li>a. Big Island Components (Wall Panel and Truss Manufacturing Operations)</li> <li>b. Truss and Wall Panel Design Group</li> <li>c. CMR Manufacturing Operations</li> </ol> </li> <li>2. Optimize following areas within each department: <ol style="list-style-type: none"> <li>a. Develop, implement and enable efficient and effective CROSS FUNCTIONAL processes, workflow, communication and initiatives to support a well-integrated and responsive organization.</li> <li>b. Customer Relationship: develop strong customer relations to promote products, processes and capabilities to support customer's needs and expectations; resolve customer complaints and disputes including issues with past due accounts in a timely manner.</li> <li>c. Pricing: work with suppliers to obtain best pricing, prompt deliveries and a competitive; develop pricing strategies that maximize profitability while remaining competitive; leverage supplier costs, volumes and predicted materials market conditions to proactively adjust pricing in order to maintain a competitive advantage over our competitors.</li> <li>d. Facility: plan and direct the design, construction, equipment procurement and installation, operating system installation, staffing and opening of all new and remodeled manufacturing facilities.</li> </ol> </li> </ol>
EF 6	<p>Optimize manufacturing process:</p> <ol style="list-style-type: none"> <li>1. Rigorous application of LEAN, Six-Sigma, Kaizen, 5S and other manufacturing-oriented continuous improvement philosophies to ensure highest efficiency and productivity of resources and capital assets, in accordance with ICS Methodology (including current and future state mapping, work instructions, training and audits).</li> <li>2. Ensure continual evolution and development of manufacturing techniques and equipment to improve productivity and to anticipate and meet changing customer needs and requirements.</li> </ol>
EF 7	<p>Demonstrate compliance with HPM Risk Management policies and processes.</p> <ol style="list-style-type: none"> <li>1. Recognize health, safety and security hazards and immediately report any policy violation, unsafe condition, unsafe act, accident, or illness to your supervisor, Branch Safety Council member(s), or the Corporate Safety Administrator.</li> <li>2. Work in a safe manner to protect yourself, your co-workers, and others who may be affected by your actions.</li> <li>3. Exercise prevention methods to minimize injury and/or loss. Suggest solutions to mitigate hazards.</li> </ol>

#### **IV. OTHER JOB FUNCTIONS:**

1. Complies with all applicable training requirements.
2. Performs other duties as required.

#### **V. WORKING CONDITIONS**

- Air-conditioned office environment
- Various outdoor locations including warehouses, lumberyards, and construction/job sites (exposure to inclement weather)

#### **VI. MINIMAL QUALIFICATIONS:**

##### **Knowledge**

- Knowledge of business and management principles involved in planning, resource allocation, employment law, leadership technique, production methods, and coordination of people and resources.
- Knowledge of principles and processes for providing customer service. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Knowledge of principles and/or methods for showing, promoting, and selling products or services.
- Knowledge of materials, methods, and the tools involved in the construction/repair of houses and buildings.
- Knowledge of administrative procedures and systems such as word processing, managing files and records, and other

office procedures and terminology.

### **Skills and Abilities**

#### Communication:

- Talking to others to convey information effectively and speaking clearly so others can understand
- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times
- Reading and understanding information and ideas presented in writing
- Communicating effectively in writing as appropriate for the needs of the audience

#### Critical Thinking/Logic:

- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- Applying general rules to specific problems to produce answers that make sense
- Using mathematics to solve problems

#### Judgment and Decision Making:

- Considering the relative costs and benefits of potential actions to choose the most appropriate one.

#### Management of Resources:

- Managing one's own time and the time of others
- Motivating, developing, and directing people as they work, identifying the best people for the job
- Determining how money will be spent to get the work done, and accounting for these expenditures
- Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work

#### Physical Exertion:

- Visual ability, corrected to perform job functions
- Operating automated office equipment
- Lifting up to 50 pounds with absence of physical limitations

#### Problem Identification & Solution:

- Ability to tell when something is wrong or is likely to go wrong.
- Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions in a real-world setting

### **Education and Certification Requirements**

College degree; a Masters in Business Administration or equivalent is desirable

### **Experience**

Five (5) years in related work or equivalent; previous experience in manufacturing management is desirable

## **VII. OUTPUT EXPECTATIONS**

To be mutually agreed upon. See Employee Development Plan (EDP).

**Disclaimer:** This job description may not comprise all duties that may be required to be performed. Management has the right to change or delete information from job descriptions. The Company acknowledges its responsibility to provide reasonable accommodations to qualified individuals with disabilities to enable them to perform the essential functions of the position.