



## Production Coordinator

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Reporting To: Division Manager - Manufacturing  
Department: Prefabrication / Manufacturing  
Job Type: Full-time Position

### Summary

As a PAVE Production Coordinator, you will play a leadership role in the preparation, planning and execution of project work in support of Van Ert Electric construction projects and PAVE Manufacturing OEM or contracted production of manufactured items. This position will involve you working with the Corporate Managers for Pre-Construction and Operations, Division Managers and their teams who will be looking to have prefabrication done in support of their projects and our external customers who we will be providing manufacturing services to directly. Aspects of the job will include: quoting and development of a quoting system to speed the quoting process, developing into a Subject Matter Expert (SME) for the ERP system, Time studies for accurate determination of job duration, assisting in the production planning and resource management, development of new customers, production efficiency and controlling costs. This position will also be involved with coordinating PAVE manufacturing employees and Union employees.

### Primary Responsibilities

- Work into SME status for operation of the ERP. Emphasis will be in production, time keeping and quoting.
- Conduct time studies in the manufacturing and metal fabrication units to develop a quoting program to allow accurate and quick quotation formation providing the defined profits or costs depending on internal or external customer. This system will have a template that will allow it to be loaded into the ERP once the customer has accepted the quotation.
- Work with PAVE resources and Van Ert resources to assist in coordination of work to be performed such that it meets accepted delivery dates.
- Be involved in the creation of a Quality management system to assure consistent product quality that meets customer expectations and provides for a continuous improvement culture.
- Collaborate with engineers, detailers and management to create custom solutions for electrical enclosures, panels, conduit and supports, risers, kitted components, etc. as required by the project / customer.
- Be involved in the evaluation of the facility and participate in development of upgrading equipment, facility expansion or building upgrades and facility maintenance.
- Understanding of blueprints, technical drawings, and assembly instructions to understand fabrication requirements and execute contracted work accurately.
- Adhere to safety protocols and guidelines to maintain a safe and clean working environment. Comply with industry standards and regulations as well as Company safety policies. Be a Safety leader.
- Assistance in developing CAD designs and/or drawings for metal fabrication work.

### Qualifications

- High school diploma or equivalent; technical training in electronics or interest in electronics preferred.
- Previous in project management and design of custom equipment or tooling, preferably in an electrical contracting or related manufacturing industry.
- Familiarity with various fabrication tools and processes, including designing new processes and development of detailed work instructions.
- Attention to detail and a commitment to producing high-quality work.
- Strong problem-solving skills and ability to troubleshoot production, fabrication and assembly challenges.
- Excellent communication and teamwork skills.
- Knowledge of safety regulations and procedures in a manufacturing environment.
- Previous experience with CAD work.
- Ability to do high quality repetitive work with a positive attitude.
- Be willing to learn new tasks and processes and question as necessary to assure understanding.

**Work Environment**

The work environment for an electrical or contract manufacturing setting can vary, but typically includes the following characteristics:

- The majority of the work is performed in a workshop, warehouse, or industrial manufacturing setting equipped with fabrication and assembly tools.
- The work environment can be loud due to the operation of power tools, machinery, and associated equipment.
- Temperatures in facility can vary. Workshops may be hot in the summer and cold in the winter, especially if the area is not climate controlled.
- Work may involve exposure to potentially dangerous situations. Proper safety gear such as gloves, goggles, hearing protection, and respiratory masks will be provided and required to be worn.
- Production coordinators will work in both office and manufacturing environments. Travel to and from various manufacturing sites may involve outside transfer and proper attire would be required for safety; high visibility clothing, ice cleats for winter, etc. Necessary gear will be provided.
- Work may involve working under pressure to meet project deadlines and milestones, requiring strong time management skills.
- A strong emphasis on safety is common, with regular safety training and adherence to industry standards to prevent accidents and injuries.

**Physical Requirements**

- Physical stamina and dexterity to lift, carry, and maneuver heavy or bulky components.
- The ability to lift and carry heavy materials, equipment, and tools, often weighing up to 50 pounds or more.
- The job may involve standing and walking for extended periods, as well as moving around the manufacturing facility.
- Bending, Stooping, and Crouching are often necessary for handling materials, troubleshooting, and working on specific process or quality tasks.
- Occasionally, the role may involve kneeling or crawling to access certain work areas or materials.
- Good hearing and vision, including depth perception and color vision, are important for reading blueprints or instructions, evaluating tools and machinery safely, and performing precise inspection work.
- Sensitivity to touch may be necessary for feeling and handling parts, adjusting machinery, and performing quality inspections.
- Stamina to work long shifts, especially during peak project times or to meet deadlines.
- Strong awareness of safety protocols and the ability to adhere to them to prevent accidents or injuries.

*Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.*