**Position Description**

**Position:** Building Materials General Manager

**Reports to:

Date:**

**Role Description**

The role of this position provide strategic leadership and day to day management operations for all company locations and operations in a manner that maximizes financial performance, creates a positive working environment, and spurs employee development and accountability.  The GM provides operational, sales, and administrative oversight for all sales and services provided within our prescribed market.

**Scope of the Position**

This position is responsible for **(describe locations/facilities)**. Direct reports include **(describe positions and number of direct reports.)** The position is responsible for an annual budget of approximately $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Dimensions of Position**

This position is housed at the headquarters office of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and reports to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The position requires close cooperation with the company’s executive staff as well as close cooperation and interaction with all branch location managers. It also requires close cooperation and interaction with employees in all store locations. Estimated travel for this position is \_\_\_\_\_%.

**Nature of the Position:**

Responsibilities expected of this position include, but are not limited to, the following:

* Active involvement in setting the overall strategic direction for the company
	+ Development and implementation of programs and actions to achieve strategic goals and objectives
	+ Active support for the organization’s strategic objectives and assurance that company expectations cascade to all employees
* Full responsibility for P & L including budget process, forecast, and sales output to target levels
* Perform on-going market analysis and networking activities to gain new business and maintain existing customers
* Drive customer focus throughout the organization
	+ Management of escalated customer complaints in an efficient and effective manner
* Full responsibility for HR issues in all operations including
	+ Management of staffing levels based on volume/sales demands
	+ Partnering with HR to assure all compensation programs/decisions are both fair and equitable
	+ Development and implementation of programs and practices to measure and manage employee job performance
	+ Development and implementation of programs and practices to assure ongoing training and education of employees at all levels to build organizational “bench strength”
	+ Management of escalated employee issues/complaints
* Partner with functional teams to ensure compliance with health and safety, credit and collections, purchasing, accounting, and all other company procedures
* Be alert to things that need to be done and, without being asked, take initiative to see that they are done.

**Position Qualifications**

Qualifications of the ideal candidate include:

* Strong commitment to creating a work environment where employees want to do their best
* Excellent oral and written communication skills
* Strong analytical skills
* Strong interpersonal skills.
* Exceptional organizational skills.
* Ability to think strategically.
* Proven track record of meeting business objectives
* Must have a proven track record in effectively managing operational strategy, safety programs, and customer satisfaction
* Prior P&L responsibility required
* Minimum 5+ years of management level experience
* A minimum of 8+ years’ experience in operations management, and/or production management in the construction industry or construction related industry
* Bachelor's degree or equivalent years of industry experience

**Salary Range**

Minimum Midpoint Maximum