



Position Title: Branch Manager

Position Tasks & Activities:

- Monitors branch's performance.
- Manage the overall productivity of the branch.
- Manage branch employees and customer relationships inside/outside the branch.
- Implement employee training:
 1. Teach product identification and proper use of rental equipment.
 2. Provide health, safety and customer service training.
 3. Comply with Federal, State and Local laws and regulations.
- Maintain schedule of branch and safety meetings and notifies employees.
- Approves employee vacation, sick and personal time requests. Maintains company vacation schedule.
- Maintain rental and retail inventory, operating equipment and physical branch:
 1. Equipment maintenance program.
 2. Refurbish schedule.
 3. Provide schedule for use and maintenance of vehicles.
 4. Oversee cleanliness of the branch, warehouse and yard.
- Discuss problem situations with general manager.
 1. Find alternatives resourcefully to help resolve issues.
 2. Communicate solutions with customer.
- Maintain quality control standards.
- File police reports on lost or stolen equipment.
- Oversee maintenance of company vehicles.
- Oversee electrical and mechanical repairs to building and parking lot.
- Maintain government safety requirements for branch and yard.
- Create customized reports by gathering and identifying essential information and finding ways to structure or classify multiple pieces of information.
- Need to be able to understand and organize problems and then select a method to solve the problem.
- Assume employee responsibilities when needed.
- Report safety violations to supervisor.
- Network with other industry professionals.
- Perform outside sales.
- Adhere to all company policies, procedures, rules and regulations in written or verbal form.
- Comply with government safety requirements and other regulations and security in store.
- Represent department at management meeting.
- Conduct department, store and safety meetings upon request.
- Attend branch and safety meetings.
- Perform other duties as requested.
- Perform same job requirements as Yard Service Personnel and Outside/Inside Sales Representative.

Nature of the Work:

Must be able to supervise, train and direct the activities of the store staff. Must be able to apply logical thinking to a wide range of problems, collect data, draw conclusions and offer constructive opinions concerning day to day activities. Establish atmosphere in the office that promotes customer service.

Working Conditions:

Most work will be indoors with general office and warehouse conditions. This job requires constant interaction with co-workers and with the public. May possibly have exposure to chemicals, including but not limited to gasoline, diesel fuel, propane, kerosene and cleaning solvents. Propane is an obvious hazard, hence a sense of smell is required.

Education, Skills & Requirements:

- Must have a high school diploma or equivalent GED.
- Should have two years management experience.
- Must be able to lift approximately 70 lbs.
- Must maintain a professional personal appearance.
- Must have and maintain a valid driver's license.
- Must use mathematics to solve problems.
- Must speak English clearly and write legibly. Ability to speak another language is a plus.
- Must pass company drug screen.
- Must maintain an acceptable attendance record.
- Must have a full range of motion and dexterity.
- Must be able to provide, understand and complete instructions furnished in written, oral or scheduled form.
- Maintain a cooperative working relationship with co-workers.
- Must be able to maintain a high degree of patience and offer constructive criticism when necessary.

Reports to: General Manager

This company is committed to equal employment opportunity. We will not discriminate against employees or applicants for employment on any legally recognized basis including, but not limited to: veteran status, race, color, religion, sex, marital status, national origin, physical or mental disability and/or age.