



Position Title: Branch Manager/Assistant 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/Assistant Manager reports to Branch 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.