



Job Title: Assistant Branch Operations Manager

Date: January 7, 2010

Reports To: Branch Operations Manager

Status: Full Time

The Asst. Branch Operations Manager is responsible for assisting with the management of day-to-day operations. The Asst. BOM will work closely with all branch and corporate staff, as well as outside vendors to ensure the timely execution of all responsibilities to maximize the profitability and efficiency of the branch.

Qualifications:

- College degree or related experience required
- Comprehensive construction experience required, including plumbing, electrical & HVAC knowledge, and site services
- General understanding of project flow and sequence from a construction standpoint, including electrical, plumbing, mechanical and site services
- Strong time management, organizational and problem solving skills required, supported by solid written and verbal communication
- Knowledge of blueprints, building codes, AIA/Construction terminology a plus
- Capable of trouble shooting and willing to perform minor repairs on buildings (at customer site or in yard)
- Must be able to perform detailed asset inspections requiring visual acuity and attention to detail
- Must have aptitude for managing budgets and analyzing P&L statements
- Supervisory, coaching/training and leadership skills preferred
- Solid working knowledge of MS Office Professional and related office equipment with the ability to master navigation and the use of the company's software program
- Own a vehicle and possess a driver's license with not more than three moving violations in the past three years
- Travel required in territory and may require air or ground transportation, local and/or overnight travel possible
- Must comply with all company employment policies as defined in the company handbook

Physical Requirements:

- Must be able to lift 50 lbs of equipment in boxes
- Must be able to stand for intervals of up to 4 hours
- Ability to climb a ladder to gain access to interior of buildings and to view roof, and ability to exit building via ladder

Primary Area of Operations: Assigned territory

Responsibilities:

- Cost Estimating of projects, acquiring necessary vendor quotes
- Prepare DWS in conjunction with ASM
- Perform preliminary site inspections for development of customer proposals
- Assure that all fleet assets are maintained per guidelines.



- Maintain first hand knowledge of the condition of all idle buildings and make repairs as needed.
- Assist with collection on accounts.
- Awareness and readiness to adapt to returning or leaving fleet.
- Perform regular yard inspections to account for idle fleet and determine floors are properly maintained according to policy.
- Ensure Compliance with Purchase Order Process.
- Perform routine inspections/visits of on-lease buildings.
- Maintain deferred maintenance report.
- Complete in-bound inspections with customer at customer site prior to tear down and return of buildings.
- Complete final inspection when buildings return to yard.
- Communicate billable damages and negotiate successful collection of such with customers.
- Establish and maintain vendor relationships.
- Maintain and update building information in company database and photograph projects upon completion.
- Manage refurbishment process by estimating scopes of repairs, securing competitive quotes, contracting with vendors and verifying completion of work.
- Complete outbound inspection of building before they leave for lease or sale for sign-off by customer, including powering up building for HVAC and electrical checks, and pressure testing plumbing.
- Assist in the scheduling and managing of freight, set-up and other project vendors for jobs
- Manage all service calls to satisfactory resolution for customer and issue re-bills as appropriate.
- Establish and maintain vendor relationships for all aspect of fleet operations to ensure vendor supply.
- Perform regular inspection of branch grounds to determine facility is clean and clear of obstructions.
- Communicate building changes in designated fleet to the Director Asset Management.
- Demonstrate the highest level of service-oriented customer relations at all times.
- Perform all necessary administrative functions.
- Duties may be changed or amended from time to time by the company, as the company deems appropriate in its sole discretion

Compensation: Salaried position (40 Hrs/Week), commensurate with experience and industry standards. Eligible for all employee benefits.