

Position: Location Manager



Position Classification: Full Time Salary/Exempt
Position Reports to: COO
Position Supervises: Operation Staff at the branch level, both field and administrative.

Position Summary

Manage and oversee day to day operations at assigned branch location.

Responsibilities

- Duties include but are not limited to the following:

Essential function(s)

Duties include, but are not limited to the following:

- Manage branch operations, day-to-day, to include: program oversight, scheduling, transportation/ out bounds, project preview/ review to ensure accurate performance/ completion, department record keeping, supply/ materials ordering, inventory control, and job walks.
- Responsible for overall administration and enforcement of Wage and Hour, Safety, and Compliance of branch personnel. review employee time records and monitor overtime.
- Responsible for maintenance, upkeep, and safe operation of company vehicles and equipment.
- Responsible for maintenance, upkeep, and repairs at physical facility/ branch location.
- Preview/ review all projects to ensure accurate performance/ completion (and on budget).
- Support field personnel as needed, to ensure exemplary customer service.
- On occasion, performance of field work to include consolidation, lab packs, chemical relocations, decontaminations, and other industry-related projects as necessary. 80% office duties/ management, 20% spot duty, in field.
- Performance reviews of branch personnel including wage increase metrics and goal setting.
- Responsible for ensuring employee performance standards are met, including coaching, mentoring, and disciplinary action as required.
- Policy Integration to include creation and implementation of corporate Standard Operating Procedures (SOP) to ensure company initiatives/ goals are met.
- Meet key performance indicators (KPI) for your positions as established by Chief Operations Officer (COO).
- Ensure all Safety and EH&S procedures and protocols are adhered to at branch location.
- Ensure operational and personnel-related goals and objectives are performed effectively and issues are addressed promptly.
- Provide operational support to sales teams on sales calls and visits to ensure operations is executing to customer expectation. May include customer visits.

- Assist COO in reviewing, managing, and monitoring financial performance at branch location.
- Other duties as assigned by supervisor.

Non- Essential Function(s)

- Administrative tasks and paperwork as it relates to the following:
 - Transportation of hazardous materials (manifests, bills of lading, medical waste tracking documents, others).
 - Driver hours of service records including driver logs, 100-mile radius logs.
 - Daily vehicle inspection records (if assigned to drive a vehicle).

Qualifications and Experience

- 4-year college degree in related field, and/or 10+ years senior-level supervisory experience.
- Keen analytical skills, problem solving and strategic thinking skills.
- Budgetary planning/ costs control experience.
- Clean DMV Driving Report.
- Must pass pre-employment physical, respirator qualification test and drug-screening.
- Able to lift 50 pounds.
- Waste characterization (profiling) experience required.
- Demonstrate an understanding of safe work practices while working with chemical, radiological, and biological agents.
- High level of skill and attention to detail in planning and directing of all aspects of department management, especially the ability to identify weaknesses and strengths within departments.
- Highly self-motivated.
- Excellent communication skills including written, verbal, listening, and customer service skills with the ability to effectively communicate with and work well with others to manage projects, meetings, etc.
- Ability to demonstrate outstanding leadership that inspires, motivates and supports others to perform well and create a team environment.
- Embodies strong management traits such as decision-making, staff involvement in planning, performance feedback for subordinates, and good judgment.
- Ability to project a calm and professional demeanor regardless of the type of environment (calm or fast paced) or type of clientele.
- Strong customer service skills.
- Ability to work long hours at times (including some evenings and weekends).
- Strong technical background with regards to industry.
- Possess initiative, drive and enthusiasm.
- Exceptional organizational skills with a high consideration to detail and high level of accuracy.
- Adept at time management.
- Able to work with finite deadlines.
- The ability to work independently as well as in a group environment.
- Trustworthy, honest, respectful of others, and flexible.
- Demonstrate sound work ethics.
- Strict confidentiality must be maintained in performance of duties.

- Possess cultural awareness and sensitivity.
- Proficient computer skills working with various office equipment, computers and various programs including Word, Outlook, PowerPoint, Excel, etc. and the ability to effectively work on spreadsheets, word processing, networking, and e-mail programs.
- Valid driver's license.
- Authorized to work in the United States for any employer.

Education and Certifications

- 4-year college degree in related field

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is primarily performed in a temperature controlled office environment.
- While performing the duties of this job, the employee is required to walk 20% of the time, stand 10% of the time and sit 70% of the time.
- The employee must be able to lift and or carry up to 50 lbs.
- Employee may use computer, phone, copier and other office equipment in the course of a day.
- While performing the duties of this job, the employee is occasionally required to use hand to finger, handle or feel objects, touch and use tools, reach with hands and arms, climb stairs, bend, stoop, twist, lift, reach, push, pull, grasp, balance, kneel, crouch, crawl, grasp, talk, hear, and walk during the course of employment.
- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and an ability to adjust focus.
- Employee may be required to travel for business purposes.

Environment

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing this job, the employee is exposed to weather conditions prevalent at the time. This may include warm, hot or cold temperatures. The noise level in the work environment is moderate.

Work Schedule

Employee will be required to work a minimum of forty (40) hours of per week or as many hours as it takes to perform above job duties. Manager must be scheduled to work Monday – Friday between the hours of 7:00 a.m. – 5:00 p.m. Schedule may vary based on business demands and may require after hours and/or weekend hours as well.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

1. Check the frequency and number of hours a day the worker is required to do the following specific types of activities:

ACTIVITY	FREQUENCY		# OF HOURS A DAY								
	CONTINUOUS	INTERMITTENT	1	2	3	4	5	6	7	8	8+
a. Sitting		x			X						
b. Walking		x		X							
c. Standing		x		X							
d. Bending		x	X								
e. Squatting		x	X								
f. Climbing		x	X								
g. Kneeling		x	X								
h. Twisting		x	X								
i. Lifting		x	x								

LIFTING 0-10 kgs. 10-15 kgs. 15-30 kgs. Over 30 kgs.

2a. HAND MANIPULATION REQUIRED? X Yes (If yes, complete a,b,c,d,e) No

2b. Repetitive hand movements? X Yes No

2c. Simple Grasping?	Right Hand <u> </u>	Left Hand <u> </u>
	Yes	Yes

2d. Power Grasping?	Right Hand _____ Yes	Left Hand _____ Yes
2e. Pushing Pulling?	Right Hand _____ Yes	Left Hand _____ Yes
2f. Fine manipulation:	Right Hand _____ No	Left Hand _____ No

3. (a) Does the job require worker to reach or work above the shoulder? Yes Frequency (Periodic)

(b) Reaching at or below shoulder level? Yes _____ Frequency (Periodic)

4. Does the job require use of his/her feet to operate foot controls or for repetitive movement?

Yes

5. Are there special visual or auditory requirements? No

Describe:

WORK ENVIRONMENT:

a. Does the employee work near moving mechanical parts; in high, precarious places; and in outside weather conditions? Yes

b. Is the employee exposed to fumes or airborne particles? Yes

c. Does the employee work with hazardous waste? Yes

d. Is the employee governed under a Federal Hours of Service regulation? Yes

e. Does the employee perform mostly administrative tasks? No

f. Is the employee a salesperson? No

BLOOD/FLUID EXPOSURE RISK: (check the right category) N/A

Category I: Tasks involve exposure to blood, fluids or tissue

Category II: Usual tasks do not involve exposure to blood, body fluid, or tissues but job may require performing unplanned Category I tasks.

Category III: Tasks involve no exposure to blood, body fluids, or tissues. Category I tasks are not a condition of employment.

Acknowledgement for Receipt of Job Description

I have received a copy of this Job Description and have read and understand its contents. I understand that if I have any questions pertaining to this job description or my overall job duties, I will consult my supervisor immediately. Furthermore, based on business demands, I understand that the company may revise my duties at its discretion.

Position Title:	Location Manager
Position Classification:	Full Time Salary/Exempt
Position Reports to:	COO
Position Supervises:	Manage Operations Supervisor at branch locations as well as provide general supervision and oversight of operations staff for assigned branches.

Employee Information

Employees Name:	
Employee Signature:	
Date:	

Supervisor Information

Supervisors Name:	
Supervisors Signature:	
Date:	