

Job Description

Position Title: Portable Department Manager
Department: Portables
Reports to: Service Department Manager
FLSA Status: Exempt

Job Summary: The Portable Department Manager is responsible for the daily operations of the Portable Department. The manager's overall responsibility is for the quality, productivity and customer satisfaction provided by the Portable Swap Supervisor and Technicians. The manager must have the ability to train the supervisor and technicians in both the technical and sales aspects of their jobs. The manager is responsible for ensuring that the technicians are performing quality work, safely and in accordance with FFSSC and NFPA standards. This position interfaces with customers and all departments.

Essential Duties and Responsibilities: *The following list is intended to describe the general nature and level of work performed by employees in this classification. It is not designed to contain or be interpreted as an exhaustive list of all responsibilities, duties and qualifications required of employees assigned to this job. The employer reserves the right to change or assign other duties to this position. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.*

- Training Of Employees on How to Perform Tasks and Identifying Opportunities for Add On Sales
- Annual Review of Employees
- Review of Schedule Board to ensure full execution of resources
- Projecting Staffing Needs
- Performing Interviews of Potential Employees
- Termination of Employees for Non-compliance with FFSSC and NFPA standards
- Technical Support for Sales Department
- Departmental Development and Expansion
- SWAP Program Management
- Weekly Inventory Reconciliation
- Monthly Training Topics and Meetings
- Other Duties as Assigned by Your Direct Supervisor or Executive Positions
- On Road Training
- Ability to learn how to perform Portable Service, and perform as needed based on the needs of the customers
- Sales Support
- Maintenance of PaFED and NaFED Certification

Job Requirements:

- In-Process of Receiving Management Degree, Management Certificate or Management Degree
- Ability to work at least 40 hours per week
- Ability to obtain certification to operate a fork truck (training provided by company)
- Valid PA driver's license and minimum 3 years clear driving record
- Ability to work on your feet for 8 hours per day
- Ability to lift 75+ lbs
- Ability to climb ladders and operate fork truck
- Ability to obtain Ohio Portable Tech Certification
- Ability to obtain DOT Medical Card – Required to drive the Stake Truck

Preferred Skills

- Computer proficiency: database entry, Microsoft Office (outlook, word)
- Ability to multi-task and manage time efficiently
- Highly organized and detail-oriented to work in a fast-paced environment
- Team player – ability to work with all levels of employees in the company
- Customer service experience
- Self-motivated – able to work with limited supervision
- Mechanical aptitude/Experience working with hand tools
- Problem solving ability

Work Environment/Physical Requirements:

- Normal office environment
- Safety equipment required: steel-toed shoes
- May include heavy lifting, up to 75+ lbs
- May include dirty / dusty environment
- Exposure to dry chemical fire extinguishing agent
- Off-site at customers' facilities some of the time. (Based on needs of the customer)

What We Offer:

- Medical, dental and vision benefits following 30 days of employment
- Paid PTO during your first year
- 7 paid holidays
- 401(k) plan with company-matched funds
- Company-logo work attire provided
- Company-paid life insurance, long term disability insurance, and AD&D
- Option to purchase supplemental benefits
- Possibility to get company vehicle when able to work independently
- Referral Program

Direct Applicants Only - No Third-Party Recruiters-

For consideration: Please click on the link below to complete our employment application and click on **Apply Now**.

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=52807&clientkey=F15F2B6AE408FA62D65B766AFFE84A88>

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