

Job Description

Job Title: Tent Installation Specialist / Supervisor

Reports To: President

FLSA Status: Non-Exempt

Summary: To provide supervisory duties required to maintain or construct a project in a proper, efficient and safe manner by performing the following duties.

Duties and Responsibilities include the following. Other duties may be assigned.

1. Operates company vehicle in a professional, safe and courteous manner.*
2. Picks up merchandise and invoices from warehouse/vendors.*
3. Delivers merchandise to customers in a timely manner.*
4. Ensures delivery of appropriate merchandise in accordance with customer invoices.*
5. Responsible for proper installation of event equipment according to company policy and procedures.*
6. Ensures delivery vehicles have completed daily maintenance checks are clean and in good working condition. Report malfunctions to management and follow up on repairs.*
7. Ensures cleanliness of all company equipment and vehicles may include washing and waxing exterior and cleaning interior on a needed basis.*
8. Returns credit merchandise with appropriate paperwork and informs management of delivery.*
9. Responsible for maintaining a neat and clean workplace at all times.*
10. Responsible for all appropriate paperwork relating to delivery orders and merchandise.*
11. Responsible for all documentation relating to shortages, damaged items and discrepancies.*
12. Oversee employees who are working with equipment and hand tools to perform repairs and maintenance maintaining a safe work environment.*
13. Maintains equipment and tools in good working condition, and detects and reports malfunctioning equipment to upper management.*
14. Required to work independently as well as part of a team in an efficient and professional manner.*
15. Provides professional customer services to all customers and fellow employees.*
16. Adheres to all company policies and procedures paying special attention to health and/or safety procedures.*
17. Ensures that all federal, state and local safety regulations and rules are met.*
18. Ensure that all other employees follow company policies and procedures relating to selection, delivery, installation removal and return to warehouse.*

Supervisory Responsibilities:

Manages other employees in same department. Is responsible for the overall direction, coordination, and evaluation of these employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

High School Diploma or Equivalent. Prior maintenance experience required. Related experience and/or training; or equivalent combination of education and experience.

Language Ability:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees of organization.

Math Ability:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Microsoft Suite and internet software.

Education/Experience:

High School Diploma or Equivalent and or working papers required.

Certificates and Licenses:

Valid driver's license preferred. Must meet insurance underwriting requirements.

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.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands; reach with hands and arms; climb or balance and stoop, kneel, crouch or crawl. The employee is frequently required to talk or hear. The employee is occasionally required to sit and twist and turn. The employee must regularly lift and/or move up to 75 pounds.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to work near moving mechanical parts; outdoor weather conditions and vibration. The employee is occasionally exposed to fumes or airborne particles; confined spaces; high precarious work area; toxic or caustic chemicals and risk of electrical shock.

The noise level in the work environment is rarely loud.