

## **Branch Manager**

**Mega Rentals, Inc.**, the statewide leader in traffic control and pavement marking in road construction, is currently hiring a Branch Manager at our Madison, WI location. This is an exciting opportunity for someone with strong project management skills that enjoys working in a fast paced environment.

This individual is responsible for planning, scheduling, directing, and coordinating all traffic control projects within a prescribed territory. Job duties include all aspects of management including direction and supervision of personnel and projects from quotation to completion. This person will work in both office and field environments and be responsible for an entire business unit.

The ideal candidate should have the following skills and qualifications:

- Bachelor's degree in Construction Management or Civil Engineering
- Proven experience in project management is desired
- Knowledge of the road construction industry
- Ability to communicate with all levels of employees as well as contractors and engineers
- Strong organizational skills
- Ability to address issues in a timely manner
- Good computer skills with proficiency in Microsoft Word, Excel, and Outlook
- Ability to maintain a valid driver's license with an excellent driving record at all times

Mega Rentals, Inc., offers a competitive salary with annual incentive bonus potential and a complete benefits package that includes: health insurance, vision and dental insurance, long and short term disability, life insurance, 401k, and paid time off. We also offer extensive on-going training opportunities.

EEO/AA W/M/Vets/Disability Employer

## Mega Rentals Inc. Job Description

<b>Position Title:</b> Branch Manager	<b>Reports to:</b> Operations Manager
<b>FLSA/Status:</b> Exempt/Full time	<b>Revision Date:</b> 6/27/17

### **Position Summary:**

Responsible for planning, directing and coordinating all Traffic Control projects within prescribed territory. Job duties encompass all aspects of management including direction and supervision of personnel and projects from quotation to completion. This position will work in both office and field environments and assume responsibility for entire business unit.

### **Essential Duties and Responsibilities:**

- Schedule and coordinate equipment and manpower needs while creating clear and obtainable objectives.
- Assure production and contract terms are met or exceeded within the restraints of the bid estimate.
- Monitor and direct the progress in the field while maintaining superior quality, affordability, and safety.
- Accomplish the stated project objectives within the stipulated time period.
- Supervise and monitor the hiring, training, management, and discipline of all branch employees.
- Determine the correct amount of labor requirements and maintain a suitable schedule within company labor standards.
- Maintain ongoing compliance with DOT, OCIP, and OSHA rules and regulations.
- Respectfully represent Mega Rentals, Inc. in client, vendor, contractor, and agency meetings.
- Formulate and enforce personnel policies while maintaining a high degree of professionalism.
- Identify and implement plans and strategies to improve the business.
- Oversee the safe delivery of materials, tools and equipment to job sites and other branch locations.
- Ensure all company safety policies are communicated and adhered to by branch employees.
- Provide opportunities and resources for employees to receive the necessary job and safety training.
- Check equipment and materials routinely to ensure they are operating correctly and safely.
- Follow company process for timecards, operations, and billing.
- Conduct scheduled employee performance evaluations in a timely manner.

- Perform actions to deal with the results of delays, bad weather, or emergencies at job sites.
- Update job knowledge by tracking and understanding emerging traffic control practices and standards.
- Communicate with the Operations Manager, Vice President and President to ensure they are adequately informed on the project's progress.

**Skills and Qualifications:**

- College degree or equivalent work experience
- Strong communication skills
- Strong organization and multi-tasking skills
- Ability to work independently.
- Commitment to high professional ethical standards
- Ability to address contractor issues within a timely manner.
- Must maintain a valid driver's license and excellent driving record.
- Good computer skills and basic proficiency in Microsoft Word, Excel, and Outlook.
- Ability to read and write clearly, including maps, blueprints, and road signs.
- Flexibility to work overtime, weekends, and travel overnight if necessary

**Physical Requirements:**

- Ability to lift a minimum of 50 pounds, reach overhead, bend, kneel, and twist.
- Capable of working outside in extreme weather conditions.
- Ability to walk long distances consistently and drive for extended periods of time.