



SUMMARY

Responsible for planning, directing and coordinating all projects within prescribed territory. Job duties encompass all aspects of management including direction and supervision of personnel and projects from pre-construction to completion. This position will work in both office and field environments and assume responsibility for designated projects and facilities.

ESSENTIAL JOB FUNCTIONS AND DUTIES

- Supervise and monitor the hiring, training, management, and discipline of all branch employees.
- Formulate and enforce personnel policies while maintaining a high degree of professionalism.
- 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.
- Respectfully represent Mega Rentals, Inc. in client, vendor, contractor, and agency meetings.
- Identify and implement plans and strategies to improve the business.
- Update job knowledge by tracking and understanding emerging practices and standards.
- Communicate with the Operations Manager to ensure they are adequately informed on the project's progress.
- 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.
- Determine the correct amount of labor requirements and maintain a suitable schedule within company labor standards.
- Perform actions to deal with the results of delays, bad weather, or emergencies at job sites.
- Maintain ongoing compliance with DOT, OCIP, and OSHA rules and regulations.
- Follow company process for timecards, operations, and billing.
- Conduct scheduled employee performance evaluations in a timely manner.
- Oversee the safe delivery of materials, tools and equipment to job sites and other branch locations.
- Check equipment and materials routinely to ensure they are operating correctly and safely.

JOB REQUIREMENTS

- College degree or equivalent work experience.
- 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.
- Flexibility to work weekends and travel overnight if necessary
- Ability to occasionally lift a minimum of 50 pounds, reach overhead, bend, kneel, and twist.

- Capable of working outside in variable weather conditions.
- Ability to walk long distances consistently and drive for extended periods of time.

ADDITIONAL SKILLS AND QUALIFICATIONS

- Strong verbal and written communication skills.
- Strong organization and multi-tasking skills.
- Ability to read and write clearly, including maps, blueprints, and road signs.
- Demonstrate Mega Rentals' Core Values
 - **Excellence**- Take pride in our efforts towards continuous improvement and quality work. We are committed to being the best.
 - **Dependability**- Meeting our customer's needs through experience, knowledge and ingenuity to ensure timely project completion.
 - **Honesty**- We do what is right, acknowledge our mistakes, and act with courage and fortitude.
 - **Safety**- Our passion is to protect our team members, the public and our customers by mitigating the inherent risks associated with the improvement of infrastructure.
 - **Teamwork**- All team members support and encourage each other to ensure the company goals are being met, knowing that success enriches the lives of all stake holders

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