

BBU SERVICES of WV, LLC.

Your Complete Environmental Service Company

PO Box 169
Kenna, WV 25248
304-372-8192

Job Title: Branch Operations Manager
Reports To: S. Aaron Jones-General Manager
Job Category: Field - Management
Date: 12/15/2016

Broad Function

Delivering the service, operations and profitability of assigned branch

Essential Functions

- Full responsibility for service/operations/profitability of an assigned branch reporting directly to General Manager. Direct supervision of Drivers, Mechanics, Laborers and Office staff. Close Collaboration with Sales Manager, Field Sales Reps and Safety Director.
- Day to day branch operations management. Including delivery/pick-up, driver dispatch, employee time management, equipment repairs, work order entry and other required management functions.
- Direct responsibility for managing EH & S and compliance functions for branch. Safety meeting/observations/reporting, OSHA regulation management. Driver DOT hours and overall compliance management.
- Responsible for cost effective management of both revenue and non-revenue producing assets; fleet optimization, equipment repair, facilities repairs, vendor/supply management. Regular view of inventory for proper level and control.
- Responsible for communicating with customers on service level expectations. Coordinating jobs, change orders, service issues, etc. Driver service excellence at branch level with the goal of meeting/exceeding customer expectations.

Additional Responsibilities

- Other duties as assigned
- Monitor safety and regulatory compliance

Working Conditions

- Working conditions include outdoor and indoor field, yard and shop locations
- Working on uneven ground near various types of equipment in all types of weather
- Working underneath equipment

- Exposure to dust and noise
- Utilization of Personal Protective Equipment as necessary

Skills & Abilities

- Considered subject matter and technical expert
- Demonstrated ability to work in a proactively diverse and inclusive organization
- Excellent, proven interpersonal, verbal and written communications skills
- Ability to execute broad guidelines from management and not to be managed by individual tasks
- Manages, perhaps through subordinate supervisors, the coordination of the activities of the Branch
- Responsibility for results, including costs, methods and staffing
- Ability to take full accountability for day to day business operations of a Branch
- Exercises supervision in terms of costs, methods, and staffing
- Ability to execute project plans for growth, operational improvements, sales and marketing
- Good presentation skills for training and development of employees
- Supervisory experience and knowledge of employment practices
- Ability to drive at licensing level deemed necessary for branch

Education

- Bachelor's degree preferred; or equivalent experience

Experience & Other

- 3-5 years of experience
- Sales experience preferred
- State issued Driver's License