

INSTALLATION MANAGER

Eagleview, PA

SUMMARY OF POSITION

The Installation Manager is responsible for overseeing and ensuring that all aspects of installations are carried out efficiently and effectively and in accordance with Salter's organizational policies, procedures & goals, as well as manufacturers' specifications, codes & standards, and industry best practices.

JOB INFORMATION

Hours per week: 40

Reports to: Installation Manager

Location: Eagleview, PA, 19403

Work Environment: Works independently in field

Preferred Experience: 5+ years in construction/skilled labor

RESPONSIBILITIES

- Manage jobs by thoroughly reviewing sales orders & site inspections
- Work closely with salespeople, site inspectors, and installation crews (in-house and sub-contractors)
- Create work orders for installation; providing drawings & measurements when necessary
- Prepare material lists for projects; procure materials prior to installation.
- Schedule and organize a high volume of new and existing projects
- Manage "clean-up" days and manage installation crews' hours to limit overtime
- File permits when necessary
- Supervise, train and develop installation crews
- Take all calls from installers in the field, answering questions about product/installation
- Visit installation sites and oversee crew work to ensure that products are installed properly and in a timely manner
- Conduct follow-up with customers to ensure satisfaction
- Manage installation personnel including hiring, training, coaching for improvement, performance reviews and disciplinary actions.
- Work with management team to create and maintain written procedures

- Aid in business development including add-on sales and developing new areas of business (i.e. chimney inspections & repairs)

QUALIFICATIONS

- 5+ years of experience in construction/skilled labor
- Excellent written and verbal communication skills
- Ability to teach, train, and develop personnel teams.
- Ability to manage multiple projects at once with no decline in quality control
- Strong mathematical skills and ability to accurately calculate measurements
- Solid computer skills
- Valid driver's license and clean driving record

PHYSICAL DEMANDS

- Stand, walk, or crawl for extended periods of time
- Use hands to feel for objects and tools
- Regularly lift & move up to 80 lbs. alone
- Regularly lift & move up to 700 lbs. using equipment
- Close vision
- Distance vision
- Peripheral vision
- Depth perception
- Color Vision
- Ability to adjust focus

BENEFITS



Paid Vacation



Paid Holidays



Health Insurance



Retirement Funding