

Jones Sign, Inc. Job Description

Position: Install Manager

Reports To: Operator Manager

FLSA Status:

Drafted/Revised: 09/09/2016

Job Summary:

The Install Manager is responsible for coordinating and managing install crews while maintaining equipment and ensuring job quality is met in accordance with Jones Sign and Federal safety policies. The Install Manager will provide employees with performance feedback and training in addition to assisting with hiring, disciplinary actions and separations. The Install Manager must demonstrate excellent management, communication and problem-solving skills while being able to multi-task and be highly organized. A successful Install Manager will coordinate with project managers to ensure signs are installed per the specifications approved by the customer.

Duties and Expectations:

- o Provide weekly install meetings and "safety toolbox" talk.
 - o Document all safety and job training.
 - o Ensure installers have current, required training and are working safely at all times.
 - o Provide jobsite safety audits.
- Ensure job quality
 - o Review all work orders to ensure all information is included and accurate.
 - o Provide job-site quality audits.
 - o Review nightly installer reports diligently to ensure all proper photos have been submitted, clearly displaying the specifications have been met.
 - o Follow up on all items from nightly install reports with operations and/or purchasing so the crews have what they need. Must understand the urgency of this task.
 - o Ensure installers discuss the project with fabricators so they know how the sign should be installed.
 - o Ensure packing slips are reviewed with installers to verify all hardware and components are included for a successful install.
- Provide daily Install Management to local and out of town install crews.
 - o Work with shipping to ensure product is loaded enabling installers to leave for jobsites on time.

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- o Coordinate with the shipping supervisor on how to perform packaging and loading for each job.
- o Accept and return installer phone calls.
- o Ensure site readiness approval has been obtained before dispatching crews to jobsites.
- o Approve "ok to leave site" emails from installers upon job completion.
- Adhere to Jones's PQCM (plan, quality, commit, manage) philosophy.
 - o Ensure installers know the plan to complete the jobs within budgeted hours
 - o Ensure installers sign commitments to understand their estimated hours and agree with the plan to achieve those estimated hours.
 - o Produce and maintain accurate short- and long-term install schedules.
 - o Review installer credit card purchases to ensure credit cards are not abused.
- Provide employee evaluations, and conduct regular coaching sessions with employees.
- Maintain equipment
 - o Manage the Fleet Safety Program
 - o Meet IFTA and all DOT driving-record keeping regulations
 - o Ensure installer equipment and personal protective equipment are safe and in accordance with OSHA 1926 regulations.
 - o Work with the Fleet Maintenance Manager to maintain trucks, cranes and trailers. All trucks and cranes determined to pose safety issues must be taken out of service.
 - o Coordinate with purchasing on acquisition of needed installer equipment, including concrete, lifts, excavators and dirt removal.

Education, Experience or Specific Skills:

- Qualified applicants must have ten years of experience in successfully managing employees
- Ability to read and understand technical drawings
- Ability to teach and effectively manage a team
- Five years of sign industry experience
- Familiarity with Fleet Safety
- Ability to work with MS Excel, email systems

Physical Demands:

Environment and Working Conditions:

Workschedule: