



Position: Location Manager III
Job Code: 3333
Organization Unit: Operations
Grade Level: SE14
Activation Date: 6/15/2012
Approval: Human Resources

Reports to: Market Distribution Manager

Summary of Position: Oversees and manages all activities, supervisor(s) and other personnel in the assigned location.

- Major Responsibilities:**
1. Manage and coordinate daily store activities. Resolve operating difficulties and implement resolutions.
 2. Assign, instruct, train and provide directions to managers and supervisors in the performance of their jobs.
 3. Review personnel assignments with managers and supervisors. Make assignments according to production/service needs and according to production sales plans.
 4. Monitor location to ensure that sufficient quantities of material are in current inventory.
 5. Work with Market Sales Manager to insure profitability and best sales advantages.
 6. Serve as safety officer for respective store. Audit safeness of work areas and attend monthly store/department safety meetings.
 7. Establish operational goals. Develop work schedules to meet these goals. Ensure on time delivery and/or job completion.
 8. Review production reports, department expenses, labor costs, employee attendance reports, and other reports and documents related to store operations.
 9. Monitor equipment to ensure proper operation. Develop and ensure adherence to preventative maintenance schedule.
 10. Monitor costs and establish cost controls.
 11. Perform personnel management duties including training, hiring, terminating, initiating disciplinary actions, completing performance reviews and making wage recommendations. Direct supervisors in their personnel management duties. Ensure compliance to company policies and procedures.
 12. Monitor work performance and quality assurance.
 13. Review various reports and discuss successes and areas of improvement with supervisors.
 14. Coordinate work flow between departments and work areas.
 15. Work to assure excellent customer relations.
 16. Prepare budget for the assigned location, monitor the compliance to the budget and review variances with department supervisors.
 17. Perform other related duties as assigned by location management.

- Basic Functions:**
1. Positions that report to the incumbent are: All location personnel
 2. Travel required in this position: No
 3. Authority that can be exercised in this position:

- Hiring and Termination: Yes
- Changing subordinate salaries: No
- Negotiating for contractual agreements: No

*Minimum
Qualifications:*

1. Minimum education required: High School Diploma or G.E.D.
2. Minimum experience required: 3-5 years of management experience in a related industry.
3. Special skills required: Knowledge of building industry and support operations and/or the distribution industry operations. Must have excellent oral communication skills and positive interpersonal skills. Must be able to motivate others and work with minimum supervision. Must maintain and enhance positive customer relations.

Approvals:

Associate Signature _____
Date

Supervisor Signature Title _____
Date

GENERAL INFORMATION:

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.

The incumbent must be able to work in a fast-paced environment with demonstrated ability to juggle and prioritize multiple, competing tasks and demands and to seek supervisory assistance as appropriate.