



Position: Operations Manager I
Job Code: 3176
Organization Unit: Operations
Grade Level: SE10
Activation Date:
Approval: Human Resources
Reports to: Location Manager

Summary of Position: Oversees and manages all operations activities and personnel in the assigned division.

Annual Planned Sales Volume:
Annual Planned Trading Profit Goal:
Annual Planned Operating Budget:
F.T.E. Goal: Mgt: _____ Office: _____ Hourly: _____

Major Responsibilities:

1. Manages and coordinates all work activities of functional area.
2. Establishes divisional goals. Develops work schedules to meet these goals. Ensures on time delivery and/or job completion. Schedules and coordinates deliveries and/ or pick-ups. Coordinates this schedule with sales and shipping departments.
3. Monitors equipment to ensure proper operation. Develops and ensures adherence to preventative maintenance schedule.
4. Works with Store Manager to perform personnel management duties including training, hiring, terminating, initiating disciplinary actions, completing performance reviews and making wage recommendations. Ensure compliance to company policies and procedures.
5. Monitors work performance and quality assurance.
6. Coordinates work flow between departments and work areas.
7. Works to assure excellent customer relations
8. Monitors the safeness of the work area and ensures adherence to safety guidelines.
9. Performs other related duties as assigned by location management.

Basic Functions:

1. Travel required in this position:
2. Authority that can be exercised in this position:
 - Hiring and Termination:
 - Changing subordinate salaries:
 - Negotiating for contractual agreements:

Minimum Qualifications:

1. Minimum education required: High School Diploma or G.E.D.
2. Minimum experience required: 3 years of experience in assigned area with 2 years supervising 10 plus people.
3. Special skills required: Understanding of computer systems usage. Working knowledge of building industry and support operations and/or the distribution industry operations. Must have excellent oral

