



10510 Old Redwood Hwy, Windsor, CA 95492  
Phone (707) 837-7645 Fax (707) 838-4454

**POSITION TITLE: Assistant Store Manager**

**Position Tasks & Activities:**

- Monitors store's performance through daily, weekly, monthly and yearly reports.
- Helps develop plans to improve store performance.
- Implement employee training:
  1. Teach product identification and proper use of rental equipment.
  2. Provide health, safety and customer service training.
  3. Comply with Federal, State and Local laws and regulations.
- Maintains a schedule of department, store and safety meetings and notifies employees.
- Devise a company – based incentive program.
- Approves employee vacation, sick and personal time requests. Maintains company vacation schedule.
- Maintain rental inventory, operating equipment and physical plant:
  1. Implement inventory equipment maintenance program.
  2. Determine refurbish schedule.
  3. Provide schedule for use and maintenance of vehicles.
  4. Oversee cleanliness of the warehouse and yard.
- Discuss problem situations with department manager.
  1. Find alternatives resourcefully to help resolve issues.
  2. If necessary, communicate solution with customer.
- Maintain quality control standards.
- File police reports on lost or stolen equipment.
- Oversee maintenance of company vehicles.
- Oversee electrical and mechanical repairs to building and parking lots.
- Maintain government safety requirements for store and yard.
- Create customized reports by gathering and identifying essential information and finding ways to structure or classify multiple pieces of information.
- Need to be able to understand and organize problems and then select a method to solve the problem.
- Assume employee responsibilities when needed.
- Report safety violations to supervisor.
- Network with other industry professionals.
- Adhere to all company policies, procedures, rules and regulations in written or verbal form.

- Represent department at management meeting.
- Conduct department, store and safety meetings upon request.
- Attend department, store and safety meetings.
- Perform other duties as requested.

**Nature of the Work:**

Must be able to supervise, train and direct the activities of the store staff. Must be able to apply logical thinking to a wide range of problems, collect data, draw conclusions and offer constructive opinions concerning day to day activities. Establish atmosphere in the office that promotes customer service.

**Working Conditions:**

Most work will be indoors with general office and warehouse conditions. This job requires constant interaction with co-workers and with the public. May possibly have exposure to chemicals, including but not limited to gasoline, diesel fuel, propane, kerosene and cleaning solvents. Propane is an obvious hazard, hence a sense of smell is required.

**Education, Skills & Requirements:**

- A high school diploma or equivalent GED is preferred but not required.
- Must have two years rental management experience.
- Must be able to lift approximately 70 lbs.
- Must maintain a professional personal appearance.
- Must have and maintain a valid driver's license.
- Must be able to use mathematics to solve problems.
- Must speak English clearly and write legibly. The ability to speak other languages is a plus.
- Must pass company drug screen.
- Must maintain an acceptable attendance record.
- Must have a full range of motion and dexterity.
- Must be able to understand and complete instructions furnished in written, oral or scheduled form.
- Maintain a cooperative working relationship with co-workers.
- Must be able to maintain a high degree of patience and offer constructive criticism when necessary.

**Please apply to:**

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Ukiah Store Manager  
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