

Operations Manager

General Description:

This position works both in the field, 3 to 4 days, and in the office and/or shop for 1 to 2 days. This position will coordinate the repair jobs to include ordering supplies and scheduling the jobs. The material and procedures are to be prepared, researched and staged to efficiently complete the jobs with a high customer approval. Currently this position is the primary gas technician and may also handle emergency appointments. They will develop and/or assist with estimates and contracts. The position will assure the shop is clean and organized. Once the jobs are completed assure that the customer files are complete with documentation, photos and any necessary warranty paperwork completed. They will coordinate and oversee other repair crews.

Education and Training Requirements:

- ~ High School Diploma or G.E.D.
- ~ Strong desire to learn and grow
- ~ Knowledge of chimney and fireplace components
- ~ Thorough knowledge of the National Fire Protection Association (NFPA) 211 Standard for Chimneys, Fireplaces, Vents, and Solid Fuel-Burning Appliances
- ~ A general knowledge of hand and power tools is necessary

Experience and Skills:

Minimum of two years' experience in the chimney industry
Capable of wearing personal protection equipment
Able to work from heights
Is physically demanding
Lift up to 80 pounds
Drug free and no current DUI's
Ability to work overtime on evenings and weekends

Compensation:

Competitive industry rate commensurate with experience and certifications

Benefits:

Seven paid holidays
Paid time off to include vacation and sick leave
Health insurance offered
Participation in Simple IRA