



Title: Equipment Manager
Reports to: Rental & Production Operations Manager
Class: Full-Time
Type: Salary
Revised: 11/27/11

Primary Role:

Oversee all equipment details in the production & rental department including but not limited to inventory, storage, maintenance, sub-rentals, acquisition and sales and organization of equipment.

Responsibilities:

1. Oversees the safe receipt, storage, retrieval and timely dispatch of gear. Conducts physical counts of inventory and reconciles with inventory software system.
2. Maintains organization of equipment in warehouse on daily basis and by planning and implementing warehouse and storage layouts.
3. Ensures equipment is cleaned, maintained and repaired in timely fashion by inspecting equipment, issuing work orders for repair and requisitions for replacement.
4. Ensures protocols and procedures in warehouse are being followed by overseeing the check-in and prepping/packing of equipment.
5. Supervises day to day tasks of warehouse technicians by scheduling, delegating, training and monitoring job performance of warehouse staff. Schedules deliveries and pick-up of gear.
6. Oversees purchasing and selling of equipment by monitoring gear usage and reporting best course of action to reduce expenses and sub-rentals to supervisor for approval.
7. Procures sub-rentals by overseeing the scheduling, shipping, organizing and cost control of the rental.
8. Ensures safety and training measures are met for all equipment both in the warehouse and on-site. Provides equipment safety training for staff. Introduces new equipment to staff and schedules training as needed on new equipment.
9. Achieves financial objectives by controlling equipment expenses and working within an annual budget.
10. Interfaces with onsite and offsite technicians to aid in troubleshooting and problem solving. Serves as on-call technician for all after-hours rental and equipment emergency needs (equipment failures, etc).
11. Serves as a leader in the rental and production department by adopting the company's vision in everyday tasks and attending weekly leadership meetings for department. Provides leadership in dealing with clients and fellow employees that reinforces the Harvest Brand.
12. Maintains professional and technical knowledge by attending educational workshops and reviewing professional publications.

Accountability:

The Equipment Manager is accountable to the Rental and Production Operations Manager. Secondary accountability is to other management team, employees and clients.

Driving Ability:

Must have a Class B CDL with air-brake endorsement; or will be required to obtain one within the first 90 days of employment.

Competency:

To perform the job successfully, an individual should demonstrate the following competencies:

- Experience - Strong knowledge and previous experience in the audio visual industry and equipment; ability to repair equipment as needed
- Organization – Strong organizational & multi-tasking skills needed to handle the many facets of the position; stays on or ahead of schedule with tasks and deadlines
- Delegation - Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.
- Managing People - Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Fosters quality focus in others; Improves processes, products and services; Continually works to improve supervisory skills.
- Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Cost Consciousness – Is aware of all expenditures and how they fit into the appropriate budget; Responsible for controlling and reducing costs where possible.
- Dependability – Accountable to other employees and clients. Able to work as part of a team and put the team and company's needs first above their own when on the job
- Ethics – Is responsible for upholding integrity in the workplace; holds him/herself accountable
- Oral/Written Communication – Keeps open and effective communication with other employees and clients
- Quality – Delivers quality work to other employees and clients
- Safety – Care should always be taken in all working environments; ensure security of our equipment and building

Education:

One year certificate from college or technical school; or 3 years related experience and/or training; or equivalent combination of education and experience.

Language Skills:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively & professionally before groups of customers or employees of organization.

Mathematical Skills:

Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

Proficient in Microsoft Office programs. Must become proficient in rental equipment database, Flex

Certificates and Licenses:

none

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to work near moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outdoor weather conditions; risk of electrical shock; vibrations. The noise level in the work environment is usually loud.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must regularly lift and /or move up to 100 pounds and occasionally lift and/or move more than 100 pounds. While performing the duties of this Job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to climb or balance; sit; stoop, kneel, crouch, or crawl.