



**PLANT LOCATION**  
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## **EL MIRAGE MANAGER JOB DESCRIPTION, DUTIES AND COMPENSATION**

We are currently hiring for the position of Manager for Riley Industrial Services Inc. This position is based out of El Mirage, AZ. You will be working directly under Chuck Ballehr (Phoenix Area Manager) and indirectly for George Riley (Owner) and other ownership. This position requires a self-motivated, independent thinking, creative and well-spoken individual. The Manager's primary objectives are to sustain an equilibrium of all aspects of daily processes and workflow to significantly grow the company within this territory. Oversee specific assigned projects.

### **Job Requirements and Expectations**

#### **You will:**

1. Represent and prioritize the best interests of Riley Industrial Services in all facets of business and strive to fulfill the Riley Industrial Services mission statement.
2. Will manage all aspects of operations residing under your field of operations. These duties include but are not limited to:
  - Hiring processes
  - Disciplinary processes
  - Production employee training
  - Scheduling
  - Gear and equipment management
  - Warehouse duties
  - Job walks & bid meetings
  - Administrative duties
  - Equipment inventory
  - Maintain customer relations and satisfaction
  - Run Projects
3. Maintain professional communications and good working relationships with customers, vendors and Riley employees.
4. Prioritize the safety of people, equipment and the environment in all facets of business.
5. Adhere to all company policy and procedures and require the same from all employees.
6. Facilitate the maintenance department access to equipment to insure their proper operation and service life.
7. Partner with other Riley Industrial Services management, sales and estimating teams to create bids and job packages.
8. Communicate your needs to upper management and other departments to fulfill schedules and other tasks.
9. Assist the administrative departments by compiling and distributing paperwork on a daily basis.
10. Manage and maintain a schedule that fulfills the needs of the customer and Riley Industrial Services.
11. Remain available for phone calls, emails and other business throughout the day/night, weekend and holidays.
  - With the exception of scheduled vacations or time off.
12. Submit or broadcast paperwork and other needed documents/requests on a daily basis. These include but not limited to:
  - Daily time and report with a full description of the day's activities
  - Daily in and out of state mileage reports
  - New hire and status change documents
  - CDL Logs
  - Funding requests
  - Schedules
13. Be well groomed and appropriately dressed for duty each day.
14. Provide random negative drug and alcohol tests when they arise.
15. Maintain competency in programs and applications relevant to Riley industrial henceforth. Periodic computer training can be provided to obtain and maintain a required 90% proficiency in Outlook and Word.
16. Maintain a driver's license and remain insurable. (Prefer a Class-A CDL)
17. Assist in production duties when heavy workloads dictate.
18. Sign a Non-Compete Employment Contract, detailing geographics and time constraints on starting or transitioning to a business that performs competitive work with Riley Industrial and to keep all company

information in the strictest confidence at work as well as away. There is a signing bonus that relates to executing this agreement. Exclusion of this document is not optional for this position.

### **Compensation and Benefits**

1. Wages will be DOE and any increases in your hourly rate will be based on performance, attitude, skill, profitability, safety performance and how you enhance our Riley operations and are merit based and/or discretionary.
2. Any bonuses are based upon performance, profits, attitude, and years of service and are not guaranteed.
3. You will be given an allowance of NTE \$500.00 per year for company embroidered professional shirts of your choice and styles.
4. You are eligible for time earned benefits.
5. Employee will participate in the Riley Industrial Services, Inc. Profit Sharing Plan as per the terms and conditions set forth in the plan document.
6. You will be eligible for our 401K Plan.
7. You will be eligible for our Health Insurance Plan. You can enroll after 30 days of prequalification or at the next enrollment date. Coverage for the year 2022 is with United Health Services. Health Insurance will be as per our standard policy and cost in effect for each calendar year and is voluntary.
8. You will be issued a company cell phone for company business to be used per company guidelines.
9. Riley will supply you with a company pickup with all required fuel and maintenance with limited personal use and as per our company vehicle guideline. Please note that vehicles are GPS-monitored.
10. A company computer will be furnished. You would have to abide by all internet/computer use guidelines as defined in our existing policy.
11. You will be issued a company credit card for overnight travel when needed, entertaining customers and job-related expenditures. All receipts must be accounted for weekly per the Riley credit card policy.