



### **Evans- Houston Service Manager Job Description**

Evans Equipment and Environmental is currently seeking a motivated, hard-working Service Manager to help support our growth in the Houston, TX area. Responsibilities include, but are not limited to, providing direction and management of service personnel as well as management of the maintenance and condition of rental equipment, and inventory control.

#### **About the Company:**

Evans Equipment & Environmental is a sales, service and rental company established in 1987. Our specialty is industrial water treatment systems. As our name implies, we are proponents for the environment, focusing on wastewater recycling equipment that captures, filters and recycles wash water from pressure washers or steam cleaners. We are a full service company that designs, constructs, provides equipment, services equipment, and provides ongoing supplies for our systems.

#### **Duties & Responsibilities:**

- Responsible for achieving budgeted service and part sales in the Houston locations.
- Responsible for the Houston location facilities; repairs and maintenance, equipment, and company vehicles.
- Determine schedules, sequences, and assignments for work activities, based on work priority, quantity of equipment, and skill of personnel.
- Supervises service techs, monitors work levels and reviews work performance.
- Monitor tool and part inventories and the condition and maintenance of shops to ensure adequate and safe working conditions.
- Coordinates safety meetings and investigates accidents or injuries and prepare reports of findings.
- Recommend or initiate personnel actions, such as hires, promotions, transfers, discharges, or disciplinary measures.
- Compile operational or personnel records, such as time and production records, inventory data, repair or maintenance statistics, or test results.
- Develop, implement, or evaluate maintenance policies and procedures.
- Counsel employees about work-related issues and assist employees to correct job-skill deficiencies.
- Examine systems, or facilities and analyze information to determine needed installations, services, or repairs.
- Conduct or arrange for employee training in safety, repair, or maintenance techniques, operational procedures, or equipment use.
- Provides customer support and recommendations on technical questions, and repair procedures.
- Prepares quotes for equipment repairs.
- Oversees maintenance of service vehicles.

## QUALIFICATIONS

- A minimum of 3-5 years of service management experience.
- Strong ability to communicate verbally, and in writing, with clients, sales team, and staff.
- Past experience as a technician or mechanic is preferred.
- Computer skills including general office software and learning service software.
- Very reliable and dependable.

Competitive Salary and Benefits.