

OPPORTUNITY

POSITION: Service Supervisor, Fort McMurray

REPORTS TO: Alberta Service Manager

AVAILABLE: Immediately

The Service Supervisor position has the overall responsibility for the Fort McMurray Fire Service Contracts, Vehicle Fire Suppression System Installation, Maintenance, Portable Fire Extinguishers inspection and maintenance. Ensure profit growth in these service businesses by improving productivity, reducing costs and maximizing revenue while meeting the highest level of customer expectations, internally and externally through commitment to quality and on time delivery. This position will require an ability to work with other departments like Customer service, Accounting, Warehousing, Procurement and Management to achieve objectives.

DUTIES & RESPONSIBILITIES

Strategic Review: Ensure that the company has the necessary facilities, technology and people to ensure we can present Service as a source of competitive advantage. Review on an ongoing basis how we can become more effective and efficient. Participate in strategic planning initiatives as required.

Safety/Environmental: To strive towards an accident free workplace and ensure all legislative requirements are met for the Service operations.

Fort McMurray Service Operations: Improve profitability for the Branch Service Business, through improved productivity of team leaders, technicians, maximizing revenues from existing service offerings, reduced costs and to provide existing level of service through effective assets (vehicles, equipment, tools & inventory) time management.

Business Development: Provide Service quotations (using available resources) to prospective customers and coordinate business development efforts with sales group. Maximize revenues from higher margin service offerings.

Duties: Supervises the overall daily service operations ensuring that resources are assigned in an efficient manner to gain maximum benefit in reference to branch profitability. Conducts random checks of job sites ensuring that the work load is being completed in a safe, productive manner. Monitors all paperwork associated with service operations ensuring that it is being turned in daily for prompt processing, billing purposes.

Other duties: Support our Regional Service and Fire Systems groups in achieving their goals and objectives. Other responsibilities as required by your manager.

EDUCATION/EXPERIENCE

- Minimum Grade 12 and preferably a College Degree.
- Minimum of 3 years experience in the Fire Service industry with at least two years managing or supervising service technicians.
- Project Management experience required
- Experience in the Fire Alarm/Off Road Vehicle Business
- Fleet Maintenance and Planning background
- Detail oriented with strong communication skills
- Liaison between office group and service technicians
- Proficient computer skills with strong knowledge of Windows Office

If you are interested in this position please forward your resume to hr@levitt-safety.com or fax to 905-829-5422.