



<b>Job Title:</b>	Sales / Project Manager / Quality Control Manager	<b>Location:</b>	(Steel Division) Richmond, VA
-------------------	---	------------------	----------------------------------

<b>Reports to:</b>	Steel Erection Supervisor	<b>FLSA Status:</b>	Salaried Exempt
--------------------	---------------------------	---------------------	-----------------

**Company Overview:**

W.O. Grubb is the leading provider of crane rental and steel erection services in the Mid-Atlantic United States. W.O. Grubb was founded in the 1960's with a basic concept, which was to provide high quality steel erection services, equipment, manpower and superior responsiveness to our customers. W. O. Grubb is one of the largest family owned and operated crane rental companies in the nation. Multiple locations serve Virginia, Maryland and surrounding states with crane rentals and service.

**Description Summary:**

The Sales / Project Manager / Quality Control Manager is responsible for securing and retaining profitable business for the company. This individual plans, directs, coordinates or budgets activities concerned with steel erection projects; makes sales calls on contractors and fabricators. Participates in the conceptual development of a construction project and oversee its organization, scheduling, and implementation. The individual typically works under limited supervision, expected to work long hours, and subject to working weekends and holidays.

**Responsibilities:**

- Meets and/or exceeds assigned sales goals;
- Locates new prospects and determines their needs;
- Develops relationships with customers;
- Assist with the development and implementation strategies for gaining and maintaining the regional market share;
- Attends industry exhibits, demonstrations, and networking activities with various trade associations;
- Makes sales call on contractors and fabricators;
- Ensures literature, brochures and pricing sheets are organized and up-to-date;
- Verifies equipment is delivered as ordered and in a timely manner;
- Works closely with Credit Manager to resolve credit/payment issues;
- Works with superintendents and foremen to plan, organize, and direct activities concerned with specified projects;
- Initiate and maintain liaison with owners and other contacts to facilitate project activities;
- Monitor and control project through administrative direction of on-site foremen to ensure project is completed on schedule and within budget;
- Investigate potentially serious situations and implement corrective measures;

- May requisition supplies and materials to complete project;
- Will assign workers to construction sites to work on specified projects;
- Interpret and explain plans and contract terms to staff, workers, and clients;
- Formulate reports concerning such areas as work progress, costs, and scheduling;
- Conducts survey of assigned territory;
- Inspects finished welding;
- Adheres to Company safety program;
- Performs other tasks as assigned by management;

**Knowledge, Skills, and Experience**

**Essential:**

- Must be proficient with basic computer skills and Microsoft Suite;
- Must have proficient oral and written communication skills;
- Must be a Certified Welding Inspector;
- Excellent mathematical skills, including problem solving;
- Ability to coordinate own and others' actions, manage own time and manage personnel resources;
- Familiar with blueprints;
- Perform a structural steel takeoff;
- Possess a minimum of a high school diploma or equivalent;
- Must be able to pass a drug test, background check, and fit for duty test.

**Desired:**

- Prefer candidates with at least an Associate's degree;
- Prefer candidates with union experience;
- Prefer candidates with at least 10 years of sales experience, preferably in steel erection;
- Prefer candidates with at least 5 years of experience in the mobile crane or heavy equipment industry.

**Physical Demands:**

The Americans with Disabilities Act (ADA) requires employers to identify essential functions of a role. As a result, the following table was created. Please note: This checklist should not be considered all-inclusive.

Function	Essential Function		Frequency		
	Yes	No	Occasional (1-33% of the time)	Regular (34-66% of the time)	Constant (67-100% of the time)
Balancing	X		X		
Bending	X		X		
Carrying	X		X		
Climbing	X		X		
Crawling	X		X		
Driving	X				X
Filing	X			X	
Fingering	X		X		
Hand/Eye coordination	X				X
Hearing	X				X
Kneeling	X		X		
Lifting bulky items	X		X		
Lifting from arm level	X		X		
Lifting from floor level	X		X		
Lifting objects 10-24 lbs.	X		X		
Lifting objects 25-49 lbs.	X		X		

Function	Essential Function		Frequency		
	Yes	No	Occasional (1-33% of the time)	Regular (34-66% of the time)	Constant (67-100% of the time)
Lifting objects > 50 lbs.	X		X		
Pulling	X		X		
Pushing	X		X		
Reaching above shoulders	X		X		
Reaching below shoulders	X		X		
Reading - English	X				X
Sitting	X				X
Speaking - English	X				X
Standing	X			X	
Stooping	X		X		
Twisting/Turning	X		X		
Typing/Word processing	X			X	
Vision – Color ID	X		X		
Vision – Depth perception	X		X		
Vision - Near	X				X
Walking	X			X	
Writing - English	X				X

- Approximately 60% of time spent in usual office conditions;
- Approximately 40% of time spent in external conditions which may include temperature variance, elevated noise levels, dust and fumes;
- Travel is required.

Reasonable accommodations will be made to enable individuals with disabilities to perform the tasks.

**Work Environment:**

Majority of time spent in an office environment. The employee may be required to wear appropriate PPE equipment when exposed to external environment. The employee could occasionally be exposed to extreme temperatures or other inclement weather.

**How to Apply:**

If you have the desire and feel you are ready to work in a high-performance, fast-paced environment, please visit our website at [www.wogrubb.com](http://www.wogrubb.com), and submit your resume and profile online.

*W.O. Grubb Steel Erection is proud to be an Equal Opportunity Employer*