**JOB DESCRIPTION**

**POSITION TITLE:** Assistant Site Manager

**REPORTS TO:** Site Manager

**POSITION SUMMARY:**

Assistant Site Manager is responsible for supporting the site manager in all actions and with personnel within their assigned site. Candidates must have the ability to multi-task in a high-paced work environment.

**DUTIES AND RESPONSIBILITIES:**

* Performs management and administrative duties, or additional required responsibilities including all tasks associated to: washing, surface preparation, masking, and application of various coatings and corrosion prevention compounds
* Assists site manager in enforcing environmental protection policies to include company, local, State and Federal regulations
* Assists site manager in enforcing OSHA safety policies to include company, local, State and Federal regulations
* Submits required reports accurately and in a timely manner in the absence of the site manager
* Maintains electronic copy files of all reports and pertinent policy related correspondence in the absence of the site manager
* Interacts with customer and command level representatives, ensuring positive customer interaction and customer satisfaction
* Assists site manager in monitoring and supervising the site operation to ensure production goals are met in accordance with established policies and procedures
* I the absence of site manager provide work assignments and monitor performance to ensure compliance with project goals and objectives
* Provides input on personnel evaluations, and maintains records relevant to performance evaluations
* Monitors and fosters organizational morale and cohesiveness
* Helps coordinate the development of plans and ensures timely accomplishment of goals and objectives as established by higher cognizant authority
* Assists the team lead in ensuring the site has sufficient tools and supplies to maintain environmental and safety compliance; and production goals.
* Assists site manager in ensuring the efficient use of resources, to include personnel, equipment, time and materials
* Maintains a neat appearance at all times
* Assists site manager in ensuring training is conducted in accordance with established requirements
* Ensures team members are in correct uniform and present a professional appearance
* Performs Quality Inspection of all material and functions related to the Mobile CRF in accordance with quality guidance and procedures in the absence of site manager
* Maintains a regular attendance record
* Performs any other duty assigned in a professional manner

**QUALIFICATIONS:**

* Ability to read, write, and count accurately.
* Must be able to successfully complete NACE CIP Level 1 certification
* Must be able to successfully complete MILSPRAY required professional development and training curriculum
* Must successfully complete training on all equipment needed to perform tasks
* Must possess an excellent work ethic with a willingness to work additional hours to meet project deadlines. Must be results-oriented with the ability to prioritize assignments and manage time effectively
* Experience in Corrosion Control programs, Management, and Quality Control procedures is preferred, but not required
* Possesses excellent verbal and written communication skills
* Must have basic user knowledge of Microsoft Office: Outlook, Word, Excel, PowerPoint and Access
* Must be able to pass a DOT medical exam
* Must be able to pass an OSHA respirator medical evaluation
* Must possess a valid state driver’s license
* Must successfully pass a background check
* Individual must possess strong leadership and managerial skills
* Military experience or knowledge is preferred, but not required

**JOB DESCRIPTION REVIEW:**

I have read and understand the job description for the position of Assistant Team Lead.

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Signature Date