

CLINE FIRE – JOB DESCRIPTION



Mansfield Branch Manager – full time – Monday-Friday 8am-5pm - pay \$40,000-55,000/yr (based on experience)

Cline Fire is seeking a Branch Manager for our field office located at 161 N Trimble Road, Mansfield, Ohio.

By joining our team, you can take pride in the work you do every day knowing that, no matter how small the task, you're contributing to the fire protection and life safety of others in your community. Our shared mission is to honor and appreciate those who rely on us for their fire protection needs – and our goal is to deliver expert services with professionalism, honesty, and integrity.

Specific responsibilities include, but are not limited to:

- Open and close the field office daily
- Create daily schedules for inspections and service and assign to technicians
- Schedule/confirm appointments with customers
- Prepare work orders, inspection reports, and related paperwork for field technicians
- Perform initial review and processing of completed field paperwork
- Check in with field technicians throughout the day to ensure timely completion of assigned work
- Coordinate all regular branch responsibilities/needs (e.g., parts are available and staged for jobs, timecards are completed and turned in, supplies are procured and stocked, necessary building maintenance is completed, vehicles are properly maintained)
- Provide timely updates to upper management regarding work assigned to the field office and technician performance
- Serve as the liaison between the field office staff and upper management, working from a separate location
- Other duties and responsibilities as assigned

Position Requirements:

- **Four-year degree required, preferably in Business Management**
- Ability to effectively work independently with minimal supervision
- Ability to work accurately and efficiently in a position with varying day-to-day demands
- Detail oriented
- Well-developed organizational and prioritization skills
- Excellent written and verbal communication skills
- Proficient computer skills
- Ability to pass a drug test and background check

Compensation:

Compensation will be based on an hourly wage for actual time worked with an hour unpaid lunch (12:30-1:30). Pay for wages and benefits will be issued fortnightly through company payroll. This position is eligible for PTO and holiday pay in accordance with Cline Fire's policies and the health insurance and company-matched retirement plan offered by Cline Fire, but no additional benefits or compensations, whether directly stated or implied.

Cline Fire, LLC is an equal employment opportunity employer.