



## **General Manager Job Description**

**Position Title:** General Manager

### **Job Summary:**

The person in this position is responsible for all facets of our operation in Robstown, TX. This would include our transportation services, cleaning services, remediation and emergency response. In your role as General Manager you will have complete operational and P&L responsibility. You will provide senior-level leadership and direction, coordinating with other managers to ensure sales are maximized, costs are controlled and all relevant DOT, OSHA, and TCEQ regulations are followed.

### **Task Required on the Job:**

- Ensure appropriate safety procedures for transporting hazardous and non-hazardous material are followed
- Ensure high level of customer service is emphasized at all levels
- Carry out all supervisory responsibilities in accordance with the organization's policies and procedures
- Develop policies and procedures as needed
- Review staff requirements and participate in recruiting activities, training and scheduling of personnel
- Provide staff performance reviews and resolve employee problems
- Conduct analysis in order to determine customer and market needs and opportunities
- Maintain frequent contact with management staff and employees
- Participate in short and long term market strategy development and implementation
- Provide checks and balances
- Assist in the development and use of budget/fiscal and inventory control programs
- Ensure all administrative requirements are completed in a timely manner
- Mentor and assist employees

### **Qualifications for this job:**

- Knowledge of principles and methods for moving hazardous and non-hazardous materials.
- Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state and national laws.
- Knowledge of laws, EPA regulations, DOT regulations, and OSHA regulations, Hazmat certification, Twic card, Tanker endorsement, etc.
- Bachelors degree
- Minimum 10 years experience in transportation or environmental industry with progressive P&L responsibility
- Experience managing sales and/or operations personnel
- Ability to identify, measure and manage key indicators of business plan
- Strong computer skills
- Willingness to travel