



Job Description – Junior Manger

Position Title:	Junior Manager
Reports to:	Operations Manager, CEO or Director
Wage:	\$15 – \$30 per Hour, depending on skills and experience

Position Summary:

The Junior Manager is a supportive position geared towards the direct administrative and operational duties and responsibilities of the Operations Manager. The Junior Manager will be directly involved within the company's daily business affairs and aspects and phases in the overall vision and growth of the company.

Within the scope of responsibilities, the Junior Manager ensures safety is a number one priority through effective daily communications and action plan execution with direct oversight by the operations manager.

Job Duties and Responsibilities

- Helps plan and execute logistical requirements and workforce for current day and week, keeping overtime to a minimum.
- Conduct daily shift meetings, communicating appropriate safety and operational messages, taking suggestions and answering questions.
- Manage work flows efficiently.
- Accountable for the safekeeping and proper use of company property and equipment.
- Maintain statistical information on employees, productivity, reliability, equipment, fuel, transportation schedules, service etc.
- Is involved in training, support and direction of employees to ensure understanding of and adherence to standard operating procedures (SOP's).
- Understands quality control for processed contaminated/non-contaminated materials.
- Oversees administrative duties of daily/monthly/yearly near miss, field level risk assessments (FLRA), safe job procedures (SJP), injury and collision investigations and reports, site inspections, completing corrective actions promptly and communicating resolutions broadly.
- Communicate with the acting management regarding possible issues impacting operations.
- Work in collaboration with the Operations Manager to ensure mutual success of projects.
- Help ensure the safety of all employees on site.
- Collect and administrate company work and purchase orders.
- Adhere to applicable safety and environmental standards, regulations and company policies.
- Other duties as required.



Facility & Equipment

- Ensure compliance with industry and company sanitation standards, including making sure transportation equipment is free from hazards and meets permitted requirements.
- Participates in training, inspection, investigation and continuous improvement programs.

Educational and Technical Requirements

- High school diploma/GED (Recommended).
- Moderate computer software (ie. MS Office and Excel) skills required.
- Must have a valid driver's license.
- First Aid and WHMIS certifications would be an asset.
- Willing and open to professional development training.

Physical Requirements

- Must be able to lift and control equipment and materials up to 50 lbs.
- Must be able to walk around project sites.
- Manual dexterity is required.
- Standing for extended periods.
- Bending, crouching, and kneeling.

Personal Attributes

- Driven by deadlines, and highly organized.
- Comfortable working within tight deadlines and adapting to changing priorities.
- Reliable, dependable, honest and trustworthy.
- Ability to work independently and as part of team.
- Takes ownership and pride in accomplishments, tasks and projects.
- Ability to work in a safe and responsible manner.
- Superior attention to detail, critical thinking.
- Effective communication skills – written and verbal.

Leadership Qualities

- Develops and maintains effective working relationships across the company.
- Solutions focused with a positive attitude.
- Solid business acumen and project management skills; focused on executing the objectives of a project on time and on budget.
- Role models the outlined personal attributes for the team.
- Effective leadership skills; leads by example, mentors employees and works collaboratively with team members.
- Integrative thinker and excellent problem-solving skills.
- Strong work ethic, ability to multi-task in a high-pressure work environment
- Attention to detail, organization skills
- High initiative, self-motivation
- Strong, interactive team player.
- Excellent time management skills, ability to manage multiple priorities.
- Excellent communication and presentation skills (verbal and written).



Work Environment

- Fast-paced environment.
- Work under pressure.
- Working outside – exposure to the elements.

Employee Name: _____

Employee Signature: _____

