

POSITION: *RENTAL SPECIALIST*

POSITION SUMMARY: *FULL CHARGE RESPONSIBILITY FOR RENTAL DEPARTMENT, SAFETY, OPERATIONS, MAINTENANCE AND MERCHANDISING*

ORGANIZATION POSITION: *REPORTS TO STORE SUPERVISOR*

RESPONSIBILITIES & DUTIES:

- Responsible for all rental department functions: planning and implementing work objectives for all department functions in an achievable time frame and maximizing productivity in all areas.
- To maintain full working knowledge of all rental tools and equipment.
- To maintain safety operations and merchandising.
- To plan, develop, and implement rental merchandising displays.
- To develop and implement in-store training of personnel.
- To maintain all tools and equipment, in as near to new working condition as possible. Including a log of all maintenance by item. Report all non-routine maintenance items to supervisor.
- Enforcement of company and procedures.
- Prompt attention to customer in the store first, on telephone second, and all other duties third. Overall customer relations and public relations.
- Special attention to accurate and complete operation of computer in store.
- To make recommendations for updating and improving productivity.
- Other duties as assigned.

Physical Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand and move about all areas of the store and yard for extended periods of time. May be required to ascend and descend stairs, to assist customers in manually loading and unloading material from storage areas inside and outside of the store. Must be able to communicate clearly, use hands to write, to operate a computer and printer and use telephone communication devices. The employee may be required to regularly lift and/or move up to 100 pounds.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this position. They are not intended to be interpreted as an exhaustive list of all responsibilities, duties and skills required of personnel assigned to this position.