

Assistant Director of Emergency Services

Overview

The role of the Assistant Director of Emergency Services is to provide support to the Director of Emergency Services in the daily operations of the estimating and production of the Emergency Services Division. This position assists in monitoring the productivity and profitability of each assignment and the overall profit of the division. Professional communication and interaction with internal and external customers using strong interpersonal skills is key in this position.

Responsibilities

- Assists the Director of Emergency Services as needed to include established KPIs
- Delegates duties, performance reviews for their team and hold team accountable to company policy and procedures
- Work on call and in all emergency situations as needed.
- Stay current with all industry changes and requirements
- Recognizes, promotes and celebrates success with staff for their accomplishments
- Ensures company compliance with laws, rules and regulations of all government agencies
- Meeting and communicating with clients ensuring customer satisfaction
- Lead and support team as needed
- Assist in recruiting new subcontractors and vet new subcontractors
- Inspects worksite periodically to ensure company standards are being met
- Implements the company vision and mission and achieve goals
- Demonstrates a positive image of the Company to staff and clients
- Trains employees in safety procedures and responsibilities
- Manage timekeeping, scheduling and jobs
- Strong verbal and written communication skills
- Manage multiple projects in an efficient and organized method
- Maintain SDS rules and regulations

Qualifications

- BS Degree or equivalent work experience
- 5 years' experience within the restoration industry
- IICRC certifications of WRT, ASD, AMRT, FRST, TRMA
- Within two years obtain Master's in Fire and Water Cert
- Within two years pass IICRC CDS

- Valid State driver's license
- Must pass DOT physical requirements

Benefits

- Medical insurance
- Dental insurance
- Vision insurance
- Paid time off

Schedule

- Monday to Friday
- Weekend Availability

C&C Complete Services provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.