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JOB DESCRIPTION - PRESIDENT AND CHIEF EXECUTIVE OFFICER

DEPARTMENT: Administration

JOB TITLE: President and Chief Executive Officer

REPORTS TO: Board of Directors & Stockholders

PURPOSE: The purpose of this job is to provide visionary direction and leadership for the continued growth of the company.

JOB DUTIES:

Leadership & Development Duties:

- Project the company's potential future growth, developing both long and short-term corporate goals and analyzing budgets and procedures.
- Promote a positive image of the company through community involvement.
- Communicate to employees present and future company goals and objectives at the annual meeting.
- Actively pursue acquisitions and mergers to expand the company.

Financial Duties:

- Monitor and update the corporate strategic plan.
- Review financial statements to determine progress and status in attaining goals/objectives.

Management Duties:

- Monitors and promotes marketing throughout the different business segments of our business.
- Manages continuous improvement education and customer awareness training.
- Assists any sales effort on an as needed basis.

JOB REQUIREMENTS:

1. Specific knowledge of the industry including the following:
 - repair and maintenance methods
 - parts, supplies and usage
 - federal, state and local laws relating to the business
 - technology changes
 - terminology
2. Knowledge of effective sales and service methods.
3. Ability to analyze complex and varied financial data, forecast future economic trends, incorporate information to determine strategies in accomplishing profitable goals and objectives.
4. Ability in developing and maintaining an atmosphere producing effective communication and commitment throughout the company in pursuit of obtaining established profit goals and objectives.
5. Ability to maintain a high level of confidentiality related to all duties and responsibilities, such as account balances, investing activities, personnel records, or other confidential documents.
6. Ability in conveying the principle of customer satisfaction to company personnel inherent to the success of the company.
7. Ability to perform basic and complex math calculations.
8. Ability and skill in making creative, informative and effective decisions, operating within corporate guidelines to achieve corporate objectives.
9. Ability to demonstrate leadership in all areas of the company.
10. Ability to drive a vehicle and maintain valid drivers license.
11. Ability to operate standard office equipment (computer, fax machine, copier, typewriter, calculator, etc.).
12. Ability to remain calm and professional during peak periods of activities.
13. Ability to prioritize and organize ongoing projects and manage multiple tasks simultaneously.
14. Ability to work daily and overtime as required.

BASIC PHYSICAL REQUIREMENTS:

Approximate: 8-10 Hour Day (may be longer during peak season)

Key:	Occasional	=	0% to 33%	N/A = Not Applicable
	Frequent	=	34% to 66%	
	Continuous	=	67% to 100%	
Standing				Occasional
Sitting				Continuous
Walking				Occasional
Bending/Kneeling/Crouching/Stooping				N/A
Reaching Above Shoulder				N/A
Climbing (stairs, ladders, etc.)				N/A
Working on Heights:				
Unprotected Heights				N/A
Protected Heights				N/A
Lifting Weights from 1 to 50 Pounds				Occasional
Push/Pull/Maneuver Equipment/Products/Materials Weighing from 1 to 50 Pounds				Occasional
Being Around and/or Operating Moving Machinery/Equipment				Occasional
Operating a Vehicle (as a part of your job)				Frequent
Read/Monitor Gauges on Various Equipment/Machinery				N/A
Hand Movements:				
Recording Data				Occasional
Operating Office Equipment				Occasional
Operating Computer				Occasional
Simple Grasping (right and left)				Occasional
Firm Grasping (right and left)				Occasional
Fine Manipulating (right and left)				Occasional
Foot Movements to Operate Foot Controls				Occasional
Vision: Good Vision, Corrected to Normal; or Ability to Access Required Information and to Perform Job Duties				YES
Color Definition Required:				NO
Hearing: Good Hearing, Corrected to Normal; or Ability to Communicate/Understand Required Information and to Perform Job Duties				YES
Mobility: Ability to be mobile throughout required work areas.				
Office				Continuous
Multiple Locations				Occasional
Plant				Occasional
Equipment/Maintenance or Repair Area				Occasional
Rough Terrain				N/A
Other				N/A

BASIC MENTAL REQUIREMENTS:

This job requires the mental capabilities to analyze complex financial data, evaluate processes, and provide creative solutions in obtaining present objectives and in the determination of future corporate goals. Additionally required are logical thinking, and excellent oral and written communications skills to accomplish the job duties.

WORKING CONDITIONS AND EXPOSURES:

General office conditions exist requiring extended hours during peak periods of activity. Occasionally working conditions include exposure to moving machinery/equipment exposure to noise, vibration, and odors, paint fumes and exhaust fumes from trucks.

TRAINING:

Safety:

Right to Know
Regular Safety Meetings
Emergency Procedures--
Hazardous Materials/Chemicals

Other:

Employee Handbook
On The Job Training

JOB QUALIFICATIONS:

Education	B. A. in Business Administration/Management or related degree
Experience	Ten (10) years' general business operations Five (5) supervisory experience

"Note: This is not necessarily an exhaustive list of the job duties and requirements associated with this job, but is intended to represent an accurate reflection of the current job."

JOB DESCRIPTION ACKNOWLEDGEMENT

Job Title: President and Chief Executive Officer

YES ____ NO ____ I have been provided a copy of the job description, or the job functions have been explained to me.

YES ____ NO ____ I understand the requirements of this job.

YES ____ NO ____ I understand that this job description is not necessarily an exhaustive list of the job duties and requirements associated with this job, but rather is intended to represent an accurate reflection of the current job. Furthermore, management reserves the right to add, delete, and/or modify any of the job duties or requirements at any time.

Date

Applicant Signature