



Water and Sewer Solutions

Operations Manager

Vietzke Excavating provides Water and Sewer Repair and Replacement services, as well as Site work and other Excavating services.

Vietzke is a family owned business since 1948 that is growing and is in need of an Operations Manager that will serve as a key member of the senior operational leadership of the Company. Key Duties are to Collaborate with Ownership, General Manager, Sales, Accounting, Marketing Lead & Field Techs to uphold the Vietzke' Vision & Mission Statement.

Day-to-day responsibilities include but are not limited to:

- Manage staff (currently 10) of Lead & Field Technicians, including scheduling, training to build and foster a company atmosphere that encourages teamwork.
- Manage field operations including logistics, company equipment and assets dispatch, job scheduling to maximize operational efficiency and equipment maintenance scheduling requirements.
- Act as a liaison of information of job status with Customers, Operations and Administration to ensure accurate information that results in customer satisfaction.
- Communicate with accounting when jobs are complete & ready to invoice as well as preparation of Time & Materials invoices.
- Administer & adopt procedures on Field Training, Administrative processes & Safety including OSHA 300 log.

Skills & Qualifications:

- Past experience of managing and motivating employees.
- Strong organization and able to perform in a fast-paced, dynamic work environment.
- Excellent written and oral communication skills.
- The ability to solve operational challenges and propose solutions to customers.
- An ability and willingness to work in a team environment, to take on new tasks, develop & implement methods and procedures.

Compensation & Benefits

- Salary is competitive and commensurate with experience.
- Company pickup for official use. Personal use with permission.
- Company cell phone and computer.
- Medical & Dental insurance after 60 days.
- PTO Paid Time Off, Retirement Company Match Plan, Flex Spending Account

TO APPLY: Please send resume and cover letter with salary requirements to info@vietzke.biz