**Division Manager: Industrial Overhead Crane Repair, Sales & Service:**

**Overview:**

The Industrial Overhead Crane Division Manager, based in Memphis, TN, must be capable of leading and managing people, process and projects, including estimating and managing projects of varying sizes and time-frames.  Must have shown success in a fast-paced, high-stress construction/service environment. Past success successfully leading a team(s). High attention to detail, self-starter, can adapt to new situations easily...ethical, confident, and trustworthy. Strong writing skills, understands pre-planning, work scopes and plans field execution strategies. Capable of conceptual estimating, quantity take-off, uses independent judgement in calculating quantities, costs and schedules. Past success managing through metrics and financial reporting. Ability to provide the highest levels of customer service (internal and external). Ten years' experience in the overhead hoist & crane industry preferred.

**Responsibilities and Duties:**

* Profitably develop, lead and grow the Company’s Overhead Hoist & Crane Division/Zone.
* and lead
* Estimate labor and materials for overhead crane repair, fabrication and installation.
* Develop and/or produce divisional and reporting, present to management upon request.
* Recruit, hire and manage and office personnel
* Read and understand blueprints/drawings and specifications
* Perform material take-offs and competitive pricing
* Manage subcontractors and suppliers
* Manage all facets of awarded projects (budgeting, forecasting, subcontractor selection & management, shop drawings, fabrication, inspections, purchase orders, scheduling, invoicing, contracts, change orders, deadlines, final project re-cap, communication, leadership)
* Utilize software and programs required in the performance of the position.
* Focus on safety of crews and care of large equipment including cranes

**Qualifications & Skills:**

* High-energy, driven, committed leader with excellent written, verbal communication skills
* Experience in dmention evaluationfs, and administrators
* Experience estimating and managing overhead crane service/sales division(s), branch(s), zone(s).
* Experience managing overhead crane projects including assembly, erection, relocation, upgrade, automation and other miscellaneous repairs and service.
* Experience with job costing, construction accounting and financial responsibility of projects.
* Working knowledge of Microsoft Office Products
* Auto Cad or other engineering software experience a plus
* Experience with job scheduling software.
* Knowledge of heavy lift equipment and/or plant operations is a plus
* Ability to maintain written documentation of daily activities
* Ability to work with minimal supervision in daily tasks
* Experience preparing and tracking project schedules, budgets, scopes and goals.
* Experience preparing reports for management defining project schedules, issues and solutions.
* Experience preparing, analyzing and reporting on branch/zone financials.

**Success in the Job**

* Division Leadership, Development and Growth of the Company’s Overhead Crane Business.
* Commitment to the Company’s initiatives, culture and customers.
* Excellent relationships with peers, subordinates and stakeholders.
* Consistently meet or exceed expected profit objectives.
* Demonstrated balance with career and family.
* Commitment to personal and professional excellence in continued development and improvement.

**Education/Experience**

* Bachelor’s Degree in Management, Construction, or Engineering Required
* A minimum of three years' experience in a supervisory role in overhead crane service, repair and installation.
* A minimum of five years’ experience in the overhead crane industry.
* 5+ years of Major Construction Project Management