

# WARNING LITES OF MINNESOTA, INC

## JOB DESCRIPTION

**Position Title:** Area Representatives

**Report To:** TC Outstate Manager

**Position Summary:** Area Representatives are responsible for promoting Warning Lites to outstate contractors in his/her area and delivering, installing, servicing and removing traffic control equipment for customers in his/her area.

**Responsibilities:**

- Calling on potential customers in their area.
- Delivering TC equipment to job sites in rep's area.
- Servicing equipment in rep's area at least weekly.
- Filling out required paperwork on the job sites and faxing them to the main office daily.
- Helping to coordinate large jobs with the Outstate Manager.
- Maintaining company vehicles and equipment supplied by the main office.
- Organized to operate efficiently.
- Always working safely and efficiently.
- On call 24/7 and when not available, notifying the Minneapolis office to help cover the area.
- Hiring and letting go help through the Minneapolis office.
- No vacations time can be taken during the busy months, generally from April through November, unless approved by the Minneapolis office.
- Other duties as assigned.

**Working Conditions:**

- Lifting and moving awkward equipment up to fifty pounds regularly.
- Majority of the work is in and around traffic.
- Job sites often have fumes and airborne particles in the area.

**Requirements:**

- High School diploma or equivalent.
- Self-starter working with little supervision.
- Good driving record.
- Traffic Control Supervisor Certification.

**Required Values:**

- Uncompromising **integrity** and **ethics**.
- Has **pride** in the company.
- Accepts personal **responsibility**.
- Has **respect** for peers, customers and vendors.