



Community Safety Services
46 Cove Lane
Redwood Shores, CA 94065
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Position Description

Paving Project Manager & Sales Associate

ABOUT US

Community Safety Services provides commercial and residential asphalt repair and maintenance services for the San Francisco Bay Area. We have been around for more than 20 years and are a proud local family-owned business with an incredible reputation in the industry. We specialize in residential homes, gated communities, homeowner's associations, churches, schools, shopping plazas, hotels, motels, and properties with unique traffic flow and parking situations. We take pride in tailoring each job to fit our customer's needs and pay special attention to lessening inconvenience to tenants and customers. As a prospective member of our team, we expect you to live up to our customer's expectations and withhold our company's positive reputation within the SF Bay Area.

To learn more about our company visit: www.cssasphalt.com

ABOUT YOU

This position is ideal for you if you are either; 1) Someone who has the motivation and drive to learn a trade from the ground up (we are willing to train!); or 2) Are an experienced construction project and/or sales manager who wants to help a family owned and operated business scale up.

Duties will be a hybrid between paving project management and construction sales. The ideal candidate will work hand in hand with our crew on job sites. In addition, you will have the opportunity to connect with a wide variety of new customers, thereby building a robust project portfolio. We are willing to train the right candidate to learn all aspects of the asphalt paving trade as well as our proven sales techniques. Regardless, Community Safety Services is looking to invest in an individual for a long term successful partnership.

WHAT YOU WILL BE DOING

- Perform and/or understand all aspects of the asphalt paving trade. To include hands on paving work experience performing and/or facilitating asphalt paving projects (commercial and residential).

- Assist in project sales by analyzing, measuring, and diagnosing pavement problems and educating customers about pavement maintenance options.
- Create estimates using our work order templates and accurately account for material, labor, and design to ultimately serve the customer's best interest in creating an estimate.
- Provide change orders when needed
- Follow-up to answer customer questions and close the sale
- Assist the owner with various projects in various phases of development.
- Become familiar with and adhere to company policies and processes
- Assist the company with problem solving, project planning, and development and execution of stated goals and objectives.
- Establish, maintain, and update files, databases, records, and/or other documents.
- Coordinate project cost accounting and controls.
- Engage in client and project stakeholder communication and customer satisfaction.
- Finalize close out procedures and deliverables for various projects.
- Other responsibilities, as assigned.

REQUIREMENTS

- 3 to 5 years of work experience
- Interest in learning a trade from the ground up; sales and/or construction project management experience a plus
- California Driver's License Required; work vehicle (truck or van) preferred but not required
- Friendly, personable and customer-focused
- Ability to communicate effectively with customers and crew
- Management skills to make sure jobs are done correctly, on budget and in a timely manner
- Must be ethical and serve our customers fairly and honestly
- Commitment to our reputation as a company and standards to increase profit
- Must possess the physical strength and stamina to perform multiple tasks at construction sites that require extensive physical labor, including lifting, climbing, bending, digging, and operating hand and power tools.
- Must be physically able to walk and measure driveways/parking lots throughout the day

HOURS AND COMPENSATION

- Competitive compensation package commensurate with experience. Sales based work to be paid a hybrid between a salary and handsome commission structure.

TO APPLY

- Please send a brief description of why you are interested in this job and a resume detailing your work experience to lauren@cssasphalt.com.