

Riverview Homes, Inc.

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Vandergrift, PA 15690

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Job site: Multiple Sites**Job Description:**

Riverview Homes has 5 service departments. 1 each based out of Vandergrift, Clarion, New Alexandria, Butler and Carmichaels. These departments are equipped with roll on system, tools and trucks to operate independently on most required jobs. These crews are manned and structured to handle the expected sales & service that they are positioned to handle. A typical crew would be responsible for delivering, setting and servicing the new & used homes that their associated sales centers generate. As a Driver, you not only will be responsible for delivering the manufactured home, you will also be going out on job sites and performing construction activities. First and foremost you are a member of the service department. Additionally you will have some administrative duties including logging your fuel purchases. You would be expected to coordinate with the local sales staff to determine upcoming deliveries. You would be directly in charge of the performance, appearance, and efficiency of your deliveries and the crew that assist you on that delivery. While the truck is hooked to a home, the driver is responsible for the safety of the house and the crew. You would be required to work with the other Service Foreman in the Riverview family to move equipment and men to various job sites to make sure our delivery schedule is as efficient as possible and that the most urgent need is given the required attention. You will also be meeting with customers and their contractors to determine if required site and foundation work has been done as required by Riverview and as determined by you to make the delivery as easy and efficient as possible.

Normal Business Hours:

Hours: Monday & Thursday 9 am to 7 pm, Tuesday and Wednesday 9 am to 6, Friday 9 am to 5 pm, Saturday 10 am to 4 pm, Closed Sunday except 1 or 2 open house week ends per year. The 7 pm closing time is made earlier during the winter months. Approximately 8 major holidays a year we are closed.

The service department DOES NOT work under this schedule. Service Foreman set the crews starting time and ending time and will be solely based on the job requirement of that particular day.

Full Time Wages:

An hourly rate and all hours worked over 40 will be paid at 1.5 regular hourly rates. No year-end bonus is paid. Raises are not guaranteed, but with improved performance and the assumption of additional responsibility, consideration will be given.

Benefits:

Health insurance for employee and family. Employee would have a 30% coinsurance premium. If health insurance is not needed, a buy out program is available. Employee may elect to participate in other benefits offered including a \$15,000 life insurance policy on employee and short-term disability insurance that pays \$200 per week. All insurances take effect after 120 days of employment. Other full time benefits: One week paid vacation after 1 year of service and 2 weeks paid vacation after 2 years of service. 401 (k) plan with employer match that is available after 1 year of service.

Who is Riverview:

Riverview has been in the manufactured home since 1970. It is, and has been, owned by the same two families. Riverview has 8 sales centers and employs more service people than sales people. Riverview's service department is equipped with over \$1,000,000 of company owned equipment. All Riverview inventory, approximately \$8,000,000, is owned by the company, no floor planning. Yearly sales are around \$15,000,000. Riverview has an unmatched reputation in our industry. We are known for being honest and fair-minded. We always pay our bills and customer satisfaction is our #1 priority.