

Riverview Homes, Inc.

PO Box 475

Vandergrift, PA 15690

Phone:⁽⁷²⁴⁾ **567-5647**

Fax:⁽⁷²⁴⁾ 568-1822

eMail:rfanelli@riverviewhomesinc.com

Web site: www.riverviewhomesinc.com

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. You would be expected to be on time and work a complete schedule. Our crews are small so that we are able to provide a full time position with limited layoffs. To maintain this smaller crew, late arrivals and frequent missed days cannot be tolerated. You will be expected to pass a drug screen and a driver license review. A valid drivers license is required.

Typical jobs you might be ask to do: Drive safely a company vehicle (Manual Transmission). Keep that vehicle clean and orderly. You will be asked to perform manual labor from carrying blocks and cribbing to helping installing our roll on system. Up and down ladders, walking on scaffolding, install siding, roofing, work on high pitch roofs with fall protection, carpet seaming, interior trim, simple electrical and plumbing issues. Of course you are not expected to be an expert in all of these different fields, but this is the type of work that is being conducted on each and every set.

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.