



JOB DESCRIPTION

TITLE: Rental Clerk

STATUS: Non-Exempt, Hourly

REPORTS TO: Sales Manager

DEPARTMENT: Rental

GENERAL PURPOSE

This position works closely with the Rental department manager and fellow clerks, focusing on maintaining rental equipment including mechanical repairs, refueling and cleaning. Rental clerks provide customer service including preparing rental contracts, taking payments, and instructing customers on the safe and proper use of the rental equipment. Loading/unloading of rental equipment into customer vehicles and delivery to a customer's job site in a Westside vehicle is also required. Rental equipment ranges from small hand and power tools to large tractors, trailers and excavators.

Work hours: Typical shifts include: M-F 7:00-4:00 pm or 8:00-5:00 pm, Saturday 8:00-4:00

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Prepares, maintains and services various equipment for rental.
- Provides outstanding customer service including instructing on proper equipment use.
- Loads/unloads rental equipment into customer vehicles or Westside trailers.
- Follows all safety rules and protocols and maintains clean work environment.

OTHER DUTIES

- Assists in the training of other employees as needed.
- Performs other related duties as needed and assigned.

MINIMUM QUALIFICATIONS

Education, Experience and Licensing

- High School diploma, GED or equivalent.
- Safe and incident-free driving record with a valid Washington State license.
- Ability to pass a pre-employment drug screening and future random screenings.

Knowledge, Skills and Abilities

- Mechanical aptitude and willingness to learn new skills.
- Ability to work independently under general direction and to complete daily activities.
- Ability to provide punctual, dependable attendance.
- Ability to perform physical labor under all weather conditions and to lift and carry heavy objects.
- Good communication skills in providing outstanding customer service and completing Rental contracts with customers.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

While performing the duties of this job, the employee regularly works in outdoor weather conditions and near moving mechanical parts. Must frequently lift and/or move 50 to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. While performing the duties of this job, the employee is frequently required to stand, reach, bend, kneel, turn, twist, and to use hands to finger, handle, or feel objects, tools or controls.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.