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# Example of District Service Manager Job Description

Our company is looking for a district service manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for district service manager

* Conducts frequent field visits to monitor completion and coordination of scheduled service activities and to evaluate field service associates performance, customer management/service skills, and technical proficiency
* Provides mentorship, guidance and training to direct reports through frequent visits, ride along and in-person observation
* Actively participates in the development of service technical training class schedules and effectiveness of the classes
* Makes presentations at Area and Service Leadership meetings on specified topics of importance to service efforts, as specified by the service area manager
* Provides inputs and monitors operating budgets for capital expenditures, operating supplies, and labor
* Coordinates efforts with and collaborates in the management of customer accounts with Local Sales & Services representatives, to ensure the highest levels of customer satisfaction
* Actively participates on assigned projects, communicates project status, progress, problems, and procedures to the Area service manager
* Keeps abreast of the U.S. and non-U.S. regulations affecting own area of supervision/management and complies with those regulations
* Ensures Environmental, Health and Safety (EH&S) training through facilitation and the development and implementation of safety awareness programs
* Carries out Human Resource management responsibilities including hires, job assignments, termination and promotion recommendations, transfers, salary actions and the development and delivery of performance reviews

## Qualifications for district service manager

* Proven ability to plan, organize, and manage a profitable business unit
* A BA/BS degree in business, marketing, automotive technology or equivalent work related experience
* This position reports to the Acura Eastern Zone manager in Mt
* Must have competed knowledge of front-end company policy and procedures
* May sit for long periods of time at a desk or computer terminal
* A majority of time traveling throughout the Division visiting retail units, attending hearings and arbitration, etc