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## JOB DESCRIPTION

<b>Job Title:</b>	<b>Testing &amp; Assessment Product Manager</b>	<b>IPP:</b>	
<b>Job Level:</b>		<b>Job Series:</b>	CUSOPS
<b>Reports to:</b>	Steve Larsen	<b>FLSA Status:</b>	Exempt
<b>Department:</b>	Testing and Assessment	<b>Division:</b>	Customer Operations

**The Company:** Inside Edge is a progressive, entrepreneurially spirited company headquartered in Eagan, MN. Originated in 2004, the company has grown to be the national leader in commercial retail flooring services. We do business with the nations “Top 40” retailers (i.e. Kohls, Target, Dick’s Sporting Goods, Office Depot, Party City, Best Buy, etc.). The company’s program approach is unique in the market and is supported by industry leading technology, including a proprietary IEX on-line project management system, which has enabled significant growth.

**Job Summary:** This role requires the ability to interpret scopes of work that are often undefined, develop strategic planning materials, negotiate costs, manage schedules with limited timeframes, perform risk analysis of qualitative and quantitative data collected from the field by our national network of independent certified inspectors and installers, and analyze industrial hygiene laboratory reports pertaining to the presence of surface contaminants, asbestos, mold, lead, and respirable crystalline silica. Highly developed organization and communication skills required.

### **Essential Functions/Management Responsibilities:**

- Dashboard - Effectively monitor and maintain progress on your projects via a scheduling dashboard displayed as Work Orders with start/end dates for moisture/alkalinity testing, pre-bid site surveys, and asbestos testing.
- Scope - Determine scope of work for a project by reviewing job notes, building/facility attributes, floor plans/takeoffs from estimating, sales quotes or sales orders, and emails.
- Pricing - Negotiate pricing and scheduling with an inspector and/or certified installer and hold them accountable to deadlines, accurate reporting, and picture requirements.
- Solutions Implementation and Historical Data - Analyze data within the final reporting and assign the risk level of the individual project. When necessary, provide adhesive/flooring

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options to the account teams and collaborate with them to implement a solution to the end user/customer. Once a solution is selected, catalogue it and maintain file to utilize on similar scenarios.

- Inspector Network - Develop and/or enhance existing relationships with independent certified inspectors and/or certified installers to ensure a healthy network to meet coverage requirements.
- Interdepartmental Collaboration – Participate in multiple account specific team meetings to ensure consistent messaging across all personnel supporting the account, discuss status of active projects, and gain insight on pipeline/new opportunities within the account.
- Process – Constantly assess our workflow and validated reports to identify inefficiencies, streamline our processes and improve the internal/external customer experience.

### Technical Competencies:

- General knowledge of concrete, moisture, alkalinity, ambient relative humidity, ambient temperature, and dewpoint.
- Technical knowledge of General Testing Equipment and Supplies
- General knowledge of industry standards
  - ASTM-F2170 – Standard Test Method for Determining Relative Humidity in Concrete Floor Slabs Using In-situ Probes
  - ASTM-F1869 - Standard Test Method for Measuring Moisture Vapor Emission Rate of Concrete Subfloor Using Anhydrous Calcium Chloride
  - ASTM-F2659 - Standard Guide for Preliminary Evaluation of Comparative Moisture Condition of Concrete, Gypsum Cement and Other Floor Slabs and Screeds Using a Non-Destructive Electronic Moisture Meter
  - ASTM-F710 - Standard Practice for Preparing Concrete Floors to Receive Resilient Flooring
  - ASTM-E1155 - Standard Test Method for Determining FF Floor Flatness and FL Floor Levelness Numbers
  - ASTM-E1745 - Standard Specification for Plastic Water Vapor Retarders Used in Contact with Soil or Granular Fill under Concrete Slabs

### General Competencies:

- Organized to manage a high volume of projects
- Strong oral and written communication skills
- Computer literacy to navigate proprietary project management and portal systems as well as Microsoft Word and Excel
- Understand blueprints/architectural drawings

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- Data Analytics
- Aptitude to solution-solving
- Team player mentality with a confident self-reliant skill set
- Creative attitude with the capacity for execution
- Ability to develop and foster positive relationships
- Decision making and ownership