



**Patterson Pump Co**

## **SMPFS Sales Manager Package Fire Systems 4B**

**Department:** Sales

**FLSA Status:** Exempt

**Grade/Level:**

**Job Type:** Regular

**Work Schedule:**

Weekday M-F 8:00 am - 4:30 pm weekdays.

Additional hours as required.

**Job Status:** Full Time

**Reports To:** Sales Manager

**Amount of Travel Required:** 5 %

**Positions Supervised:** None

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### **POSITION SUMMARY**

This position is responsible for sales profitability, growth, and account penetration for Fire Pump System Sales within an assigned territory and/or market segment. This position is responsible for maximizing sales revenue through a network of international and domestic sales representatives as well as developing direct customer accounts with existing and new customers. The position will involve some domestic and international travel.

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### **ESSENTIAL FUNCTIONS**

#### **Reasonable Accommodations Statement**

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

#### **Essential Functions Statement(s)**

- Contact regular and prospective customers to demonstrate products, explain product features, and solicit orders.
- Recommend products to customers, based on customers' needs and interests.
- Answer customers' questions about products, prices, availability, product uses, and credit terms.
- Estimate or quote prices, credit or contract terms, warranties, and delivery dates.
- Consult with clients after sales or contract signings to resolve problems and to provide ongoing support.
- Identify prospective customers by using business directories, following leads from existing clients, participating in organizations and clubs, and attending trade shows and conferences.
- Prepare estimates, and bids that meet specific customer needs.
- Monitor market conditions, product innovations, and competitors' products, prices, and sales.
- Perform administrative duties, such as preparing sales budgets and reports, keeping sales records, and filing expense account reports.

- Negotiate details of contracts and payments.
- Negotiate with vendors to improve product development.
- Arrange and direct delivery and installation of products and equipment.
- Responsible for maximizing sales revenue through a network of sales representatives as well as developing direct customer accounts with existing and new customers. Sets short and long term sales strategies.
- Conducts and participates in training seminars and trade shows.
- Prepares action plans individually as well as by team for effective search for sales leads and prospects.
- Initiates and coordinates development of action plans to penetrate fire system markets.
- Provides timely, accurate, and competitive pricing on select completed prospect applications submitted for pricing and approval, while striving to maintain maximum profit margins.
- Maintains accurate records of all pricings, sales, and activity reports.
- Creates and conducts proposal presentations.
- Controls expenses to meet budget guidelines.
- Adheres to all company policies, procedures, and business ethics codes of conduct and ensures that they are communicated and implemented within the team.
- Must be aware of international variances in cultural and legal issues pertaining to sales.
- Relies on experience and judgment to plan and accomplish goals.
- Support global agents with technical, project and marketing information.
- Develop key relationships with current and prospective customers.
- Achieve sales targets. Work with the contracts department to develop sales contracts. Work closely with the project, design, marketing, and production teams to ensure customer requirements are met on a timely basis.
- Coordinate domestic sales efforts with our sales representatives. Manage and direct the sales representatives.
- Process orders, proposals, and quotations.
- Assist sales representatives with technical information and materials requirements.
- Work with engineering, purchasing, and contracts and (EPC) companies to develop technical specifications for customized pre-packaged fire systems.
- Review customers technical specifications for customized pre-packaged fire pump system and distinguish between requirement that are possible or not possible to provide due to code requirements and the company's abilities.
- Relay to engineering the customer's special requirements for customized pre-packaged fire pump systems.
- Manage and coordinate project and code requirements with customers, engineering, sales representatives, contract administration, vendors and installing contractors.
- Review returned submittals from customers, engineers, architects, and EPC companies for code compliance and change requests warranting price changes and relay price differences back to customers.
- Perform commissioning of equipment when necessary.
- Participate on technical committees for Standard and Code development within the industry.
- Comply with established safety policies and procedures. Wear required Personal Protective Equipment as directed. Use appropriate tools designed for their specific job tasks. Provide feedback related to hazard assessments and/or accident investigations.

- Act in accordance with Patterson's Company policies (ex. Harassment, Equal Employment Opportunity, Ethics, Safety, etc.).

## **POSITION QUALIFICATIONS**

### **Competency Statement(s)**

- Ambition - The drive to achieve personal advancement.
- Presentation Skills - Ability to effectively present information publicly.
- Relationship Building - Ability to effectively build relationships with customers and co-workers.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Sales Ability - Ability to use appropriate interpersonal styles and communication methods to gain acceptance of a product, service, or idea.
- Resilient - Ability to recover from, or adjust to, misfortune or setbacks.
- Judgment - The ability to formulate a sound decision using the available information.
- Initiative - Ability to make decisions or take actions to solve a problem or reach a goal.
- Customer Oriented - Ability to take care of the customers' needs while following company procedures.
- Competitiveness - Willingness to strive to get ahead or to finish projects.
- Business Acumen - Ability to grasp and understand business concepts and issues.
- Active Listening - Ability to actively attend to, convey, and understand the comments and questions of others.

## **SKILLS & ABILITIES**

**Education:** Bachelor's Degree (four-year college or technical school) Required, Field of Study: Business Administration or equivalent

**Experience:** 1 plus years of experience in pump manufacturing and/or sales.

**Computer Skills:** MicroSoft Office, Syteline, SharePoint, Configurator

**Certifications & Licenses:**

**Other Requirements:**

## **PHYSICAL DEMANDS**

**N (Not Applicable)** Activity is not applicable to this position.

<b>O (Occasionally)</b>	Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
<b>F (Frequently)</b>	Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
<b>C (Constantly)</b>	Position requires this activity more than 66% of the time (5.5+ hrs/day)

### Physical Demands

Stand	F
Walk	F
Sit	F
Manually Manipulate	F
Reach Outward	O
Reach Above Shoulder	O
Climb	O
Crawl	N
Squat or Kneel	O
Bend	O
Grasp	F
Speak	F

### Lift/Carry

10 lbs or less	O
11-20 lbs	O
21-50 lbs	N
51-100 lbs	N
Over 100 lbs	N

### Push/Pull

12 lbs or less	O
13-25 lbs	O
26-40 lbs	N
41-100 lbs	N

### Other Physical Requirements

- Vision (Near, Distance, Color)
- Sense of Sound - normal
- Ability to wear Personal Protective Equipment (PPE) - Hearing, eye, hand, foot

### WORK ENVIRONMENT

Office environment. May frequently travel through the production shop floor. Some travel, domestic and/or international may be necessary.

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The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.