

DELEERS

CONSTRUCTION, INC.

JOB DESCRIPTION

POSITION TITLE: WAREHOUSE/TOOL COORDINATOR	DATE: FEBRUARY 2008
REPORTS TO: INSIDE OPERATIONS MANAGER	STATUS: NON-EXEMPT

POSITION SUMMARY:

Responsible for maintaining and coordinating all warehouse equipment and inventory, including receipt and distribution of goods, organization of the inventory, and entering appropriate receipt documentation into the computer system; handles miscellaneous errands as requested.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Manages and monitors delivery schedule to *optimize efficiency*. Delivers and pick up tools, equipment, and other supplies at job sites as needed.
- Coordinates all major tool repairs and sharpening of all tool/equipment blades; performs minor tool repairs and regular/preventive maintenance on tools and equipment.
- Oversees and maintains all warehouse inventories; manages fastener inventory; maintains tool inventory; tracks location of all tools and equipment.
- Purchases all small tools and other miscellaneous items for replenishing warehouse inventory; obtains competitive pricing for all purchases prior to making decisions; issues purchase orders as appropriate for all purchases.
- Maintains accurate cost list for all inventoried items.
- Performs weekly clean-up and ensures warehouse is kept clean and organized at all times. Performs all necessary building repair and maintenance at all company buildings.
- Coordinates all company vehicle repairs and maintenance; performs minor vehicle repair and maintenance; keeps vehicles clean; maintains accurate vehicle maintenance logs.
- Keeps all areas in front of warehouse doors clear of snow/ice, and any other debris.
- Participates as a member of the company safety committee and directly enforces all company and customer-required jobsite safety policies and procedures. Addresses any safety concerns and/or issues directly with employees. Provides proper safety training and education to all crew members on jobsites as needed (scaffolding, ladders, fall protection, etc.).
- Ensures that proper safety and incident reporting procedures on the jobsite are followed, brings any safety problems to the attention of the Inside Operations Manager or HR Manager.
- Solicits competitive pricing, orders, and effectively monitors the status of all rental equipment.
- Coordinates all jobsite preparation activities; including, temporary fencing, barricades, signage, generators, job trailers, and managing the efficiency of jobsite staging areas.

OTHER DUTIES AND RESPONSIBILITIES:

- Manages all waste removal and hazardous material disposal.
- Ensure all company policies and procedures are followed at all times as they are outlined in the DeLeers Construction, Inc. Employee Handbook.
- Always take responsibility for the care and use of all company-owned equipment which is part of the day-to-day work function.
- Represent the Company in a professional manner, and always exhibit courteous and respectful behavior on the jobsite (to fellow co-workers, subcontractors, customers, etc.).
- Participate in company training programs and attend authorized external conferences or seminars as required to keep current in company and industry standards and operating procedures.
- Perform any special assignments or projects as requested by the Project Managers or members of the leadership team.

WORK RELATIONSHIPS AND SCOPE:

Reports directly to the Inside Operations Manager. Works closely with all internal and external trade workers, foremen/superintendents, estimators, project managers. This position also interacts occasionally with external customers. Works as an integral part of DeLeers team to increase efficiency and profit through accountability (internal and external); taking ownership; good communication; quality; flexibility; customer focus (internal and external); and building positive relationships.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Proven knowledge of the materials, methods, and tools involved in the construction and repair of houses, buildings, or other structures, and the ability to work safely with all types of hand and power tools. General knowledge of work performed by other construction trades.
- Proven ability to read and comprehend basic written instructions, read a ruler, and have a good basic math skills and the ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Excellent communication and organizational skills required, including the ability to plan, prioritize, and organize work effectively; work effectively and efficiently under pressure and time deadlines; analyze problems (not just symptoms); propose reasonable solutions, make logical decisions, carry-out decisions made, and follow up with feedback where appropriate.
- Must possess the ability to direct and cooperate with a variety of other people. Must be able to work independently with minimal supervision, and complete daily activities according to established work schedule. Must be able to meet attendance schedule with dependability and consistency.

KNOWLEDGE, SKILLS, AND ABILITIES (Continued):

- Must be able to climb to heights of up to 35 ft. and lift up to 100 lbs.
- Must hold, or be able to obtain a valid and appropriate state driver’s license prior to employment, and have the ability to operate a forklift (once certified) if required.

WORKING CONDITIONS:

Work is performed both indoors and outdoors, and the individual in this position is regularly subject to variable weather conditions that include inclement weather, rain, extreme heat and humidity, with regular exposure to dust. Prolonged standing, climbing, bending, and kneeling are often necessary. A regular exposure to injury exists due to frequent work with moving mechanical parts, sharp or rough materials, using sharp tools and power equipment, and working in situations where there is risk of slips and falls. Hours of work will generally average 40 to 44 hours a week. There will be some variation in work hours due to project work levels, deadlines, and other customer needs and/or issues.

PHYSICAL DEMANDS:

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.

While performing the duties of this job, the employee is frequently required to walk; use hands to manipulate, handle, or feel; reach with hands and arms; and talk or hear. Prolonged standing, climbing, bending and kneeling are also required regularly. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

Acknowledgment:

This job description describes the general nature and level of work performed by an employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties at any time, as requested by management. All requirements are subject to change over time and to possible modifications to reasonably accommodate individuals with a disability.

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Employee Signature

Date

Human Resources Signature

Date