



T-ROSS BROTHERS CONSTRUCTION, INC.

JOB DESCRIPTION

WAREHOUSE & TOOL MANAGER

Job Description Summary: This position provides assistance to the management staff of all shop and warehouse related activities on a daily basis in order to maintain and inventory all equipment, tools and facilities in such working order that maximizes the benefit to T-Ross Brothers Construction, Inc. This includes scheduling work activities in the shop, maintaining efficient use of labor, tools, parts, supplies and delivery of such, in order to keep operating costs at a minimum. While meeting the needs of the construction group and objectives of the organization by performing the following duties personally or through subordinate employees.

Reporting Relationship: The Warehouse & Tool Manager reports direction to the President.

Supervisory Responsibilities: Oversees warehouse help plus any employees working on company grounds.

Essential Duties & Responsibilities:

- Other duties may be assigned by the President or Vice President as the need arises and under the direction of doctor's recommendations of limitations.
- Help develop and maintain appropriate preventative maintenance programs for equipment.
- Responsible for tracking and repairs of tools.
- Oversees building/grounds maintenance, inside and out.
- Assists the shop with day to day activities including any and all shop related duties and also deliveries to and from jobsites as needed.
- Troubleshoots and performs cost estimates of maintenance and repairs to determine most cost-effective method based on skills, abilities, and workload of in-house labor force. Defines specifications and solicits competitive bids from outside vendors on as needed basis.
- Meets with Construction Manager and/or Project Managers as needed to review the equipment requirements for jobs in progress and new job starts. Apprises Construction Manager and/or Project Manager of the status of any equipment repair job in progress or scheduled maintenance that affects their equipment needs.
- Responsible for work quality, completing repairs as quickly as practical, and maintaining down time caused by faulty repairs to within acceptable levels.
- Implements directives to subordinates outlining policy, program or operational changes.
- Maintains accurate and current repair records of each piece of equipment. Uses the Company's maintenance records and manufacturer's information to help determine the extent of repairs to the equipment based on the value and expected life of such equipment.
- Conduct in house inventories of materials and equipment on a regular basis in order to minimize the impact of the end of year inventory.
- Develops and maintains operational lines of communication to facilitate efficiency. Acts in a way that promotes teamwork among colleagues and management staff.

- Monitors standard operational and working practices and supervises oneself and other workers to ensure compliance with the Company's safety policies and procedures and OSHA industry standards.
- Attend the Company's safety meetings and mandatory training classes.
- Strives to improve skills continuously. Takes advantage of company offered training sessions or other outside learning sources. Keeps abreast of technological advances and latest repair techniques.
- Maintains visual appeal of shop, building, and grounds to the Company's quality standards and within budget constraints.
- Acts in a way that promotes the Company in the marketplace.
- Develops and maintains good relations with outside vendors that benefit the Company.

Work Performance: The Warehouse & Tool Manager will be evaluated specifically on the following factors:

- Assisting in maintaining a preventative maintenance program that includes up to date historical repair records for each piece of equipment. Assist in determining the extent of any repair based on current value and useful life.
- Assist in implementing the tool inventory management system is cost effective and efficient to meet the needs of the company's business.
- Help implement and enforces the shop safety program to comply with OSHA regulations.
- Ensures that company resources are utilized in an efficient manner.
- Helps in keeping awareness to Managers that there is an adequately trained labor force to meet the needs of the business.

Experience & Qualifications:

- High School graduate or equivalent.
- Minimum 5 years of experience in utilization of comparable materials and equipment used in the general construction business. At least 5 years of direct industry experience.
- Ability to deal with practical problems in a variety of situations. Ability to work with all types of people and maximize use of all people assets. Excellent skills in dealing with a variety of customers.
- Able to assist mechanics and shop employees with the inventory, repair and management of all company equipment.

T-Ross Brothers Construction, Inc. is an EEO/Affirmative Action Employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, disability or any other legally protected status.