

Equipment / Warehouse Manager

Summary/Objective

The equipment / warehouse manager is responsible for planning, coordinating and directing the operations of all equipment for effective maintenance and repair programs, equipment safety programs and equipment use on company job sites. The position acts as a technical advisor on all equipment issues and assists the management team with equipment and material budgets and potential equipment and material purchases.

Essential Functions

1. Monitors and tracks equipment on a daily basis by job site, type and use.
2. Maintains a dispatch board or log sheet.
3. Prepares purchase orders for rental equipment; tracks each piece of rented equipment by job site and job number.
4. Coordinates repairs and maintenance with mechanics; generates purchase orders for repairs or required maintenance.
5. Purchases small tools, materials and any supplies needed for the equipment or work crews.
6. Issues purchase orders in accordance with company policy and the accounting system.
7. Provides a weekly budget analysis of rentals and repairs.
8. Prepares a monthly budget report outlining fixed and controllable equipment costs as a percentage of sales revenue.
9. Reconciles vendor accounts at the end of the month.
10. Inspects equipment on a regular basis to comply with company safety policies.
11. Coordinates training sessions for new equipment with the operators as needed.
12. Coordinates updating DMV registration and current insurance.

Competencies

1. Collaboration Skills.
2. Decision Making.
3. Computer skills.
4. Learning Orientation.
5. Project Management.
6. Results Driven.

Work Environment

While performing the duties of this job, the employee is regularly exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

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.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel; reach with hands and arms; and talk or hear. The employee is frequently required to stand and walk. The employee must regularly lift and move up to 20 pounds and frequently lift or move up to 50 pounds.

Position Type/Expected Hours of Work

This is a full-time position. Days and hours of work are Monday through Friday, 7:00 a.m. to 4 p.m. Occasional evening and weekend work may be required as job duties demand.

Travel

Travel is primarily local during the business day, although some out-of-area travel may be required.

Required Experience

Three to five years of related experience.

Required Licenses

1. Valid Driver's license
2. Forklift Operator's license

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

To Apply:

Please send resume to hr@columbiacc.com.