

Position Title:	Warehouse Manager/Driver
Department:	Field Operations
Reports To:	Branch Manager
Employment Status:	Full-time
Exemption Status:	Exempt

Position Summary:

The Warehouse Manager manages and controls the warehouse operations of the company, including all in-house delivery functions, as well as material deliveries to construction sites and pick up materials from vendors.

This position requires an exceedingly well organized and flexible person who enjoys the challenges of supporting a group of diverse people and programs. This person should have the ability to work independently and foster a team-oriented, collaborative environment, work under pressure, be proactive, and express a high level of professionalism. Verbal and written communication skills, knowledge of Microsoft Office, and attention to detail are also important. This person will primarily work a traditional Monday-Friday schedule, with the ability to work some night and weekend hours should the need arise.

Essential Duties and Responsibilities:

1. Manage Warehouse.
 - Manage and layout the warehouse crew.
 - Coordinate special projects for the warehouse.
 - Meet, talk, and check information with Superintendent and PM's ongoing daily.
 - Do job walks for setting up scaffold when needed and stocking or demo areas. Lists from Superintendent and PM's per project.
 - Scaffold management.
 - Receive all incoming freight deliveries and materials.
 - Maintain a clean and organized warehouse.
 - Up keep for inspections.
 - Complete and submit the Weekly Warehouse Checklist.
 - Coordinate and track all direct buy materials.
 - Maintain efficient routes and schedules for jobsite deliveries.
 - Submit accurate and timely reports as directed.
2. Manage Inventory.
 - Schedule shop-to-job material deliveries.
 - Review and approve all Material Transfer Sheets (MTS).
 - Material Management of indirect materials in warehouse (Bulk Purchase)
 - Maintain company Inventory List.
 - Maintain parts database and pricing in project software system.
 - Conduct inventory counts as directed.

3. Manage company tools, equipment and vehicles.
 - Track all company tools, equipment and vehicles.
 - Regular fleet management (Brakes, Oil changes, etc.).
 - Manage all maintenance and repairs of company tools and equipment.
 - Purchase new tools and equipment as needed within budgetary guidelines.
4. Maintain building and property.
 - Maintain all building systems in working order.
 - Facilitate all building repairs and maintenance.
 - Ensure that the property is clean and maintained.
 - Oversee any leasehold improvements.

Other Duties and Responsibilities: Various other duties as assigned.

Supervisory Duties: None

Working Environment & Physical Activities: This position will be working primarily outdoors traveling from site to site and on customer locations. From this movement, the employee will encounter varying temperatures including below freezing snowy weather to hot summer conditions. The normal auto and air travel hazards will apply. Travel will be in all types of weather including heavy rain and below freezing temperatures with snow conditions possible. The noise level in the work environment is usually moderate, but can be higher depending on equipment and machinery used on site. General demands in this position may result in high job stress.

1. **BODY POSITIONS:** While performing the duties of this job, the employee is regularly required to stand for long periods of time, sit and walk. May be required to climb, crouch, squat, kneel, crawl and work overhead for long periods of time.
2. **BODY MOVEMENTS:** The employee must have a full range of body movements including the full use of hands and fingers to grasp and lift, push, pull and carry various construction materials. The ability to bend the body, to reach for objects, and to crouch when needed are also required. This includes lifting objects overhead while maintaining balance.
3. **BODY SENSES:** Must have command of all five senses: sight, hearing, touch, smell and taste. Specific vision abilities required include vision for color, peripheral, close vision, depth perception, and the ability to adjust focus.
4. **STRENGTH:** Must have the ability to lift 75 pounds with regularity. This includes the ability to carry material up multiple flights of steps.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

Minimum Qualifications:

1. Familiar with deliveries to active construction sites.
2. Prior experience managing tool, equipment and material inventory.
3. Excellent punctuality and reliability.
4. Strong attention to detail.
5. Ability to maintain confidential information.
6. Possess a talent for customer service (for internal/external customers).
7. Strong skills in organization and planning.
8. Demonstrated ability to work independently.
9. Sound decision-making, judgment and problem solving.
10. Proven ability to actively participate in Company and department functions.
11. Ability to work overtime including nights and weekends and varying work schedules.
12. High school diploma or equivalent.
13. Valid Driver License with acceptable driving record.

Preferred Qualifications: (but not required)

1. Understanding of construction tools and acoustical materials.
2. Ability to communicate in Spanish.
3. Commercial Driver License (CDL).
4. Computer skills including all MS Office applications (Word, Excel, and Outlook).

Note: This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. The requirements listed in this document are the minimum levels of knowledge, skills or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Legal Disclaimer: This document is intended for informational purposes only and by no means should replace or substitute other legal documents (governmental or nongovernmental) reflecting similar content or advice. If you have legal questions concerning your situation or the information provided, you should consult with an attorney.

Reviewed with applicant by:

Manager's Printed Name

Manager's Signature

Date

Received and accepted by:

Employee's Printed Name

Employee's Signature

Date