

OPEN POSITION: SHOP MANAGER



Simonson Construction Services, Inc. is seeking a qualified candidate for its **Shop Manager** position.
See the position description below for more information.

Shop Management

- Oversee shop and field mechanics, maintenance program, fleet upkeep, and communications.
- Serve as point person for shop operations and recordkeeping.
- Daily production reports, and equipment check sheets, and keep service records on each piece of equipment.
- Professional interaction with internal and external customers.
- Cost estimating and cost control relating to equipment repairs
- Keep inventory records of spare parts.
- Perform jobsite visits as needed to inspect/maintain equipment
- Managing of construction dumpster fleet
- Proficient in using a computer and various software programs
- Use and maintain existing shop management and maintenance softwares including but not limited to Teltrac Navman, CAT Visionlink, CAT ET & SIS, Snap-On Diagnostics, Vista Viewpoint, Excel and word
- Oversee DOT Compliance and Inspections

Mechanical Maintenance Expectations

- Oversight of daily maintenance performed on trucks and trailers including but not limited to semi-trucks, low boy trailers, dump trucks, pickup trucks, small trailers, etc.
- Oversight of daily maintenance performed on heavy equipment including but not limited to Crane fleet, Excavators, Dozers, Directional drilling rigs, etc.
- Management of equipment and vehicle safety.
- Proficient in hydraulics, electrical systems, diesel engines, and gasoline engines.
- Physical requirements for this position are as follows:
 - Must be able to work in, on, around, over, and under equipment and machinery.
 - Must be able to manipulate heavy equipment, tools, and supplies and/or exert up to 70 lbs.
 - Must be able to concurrently manipulate multiple controls and machinery.
 - Must be able to work in hazardous or irritating environments, confined spaces, and adverse weather or temperature conditions.
 - Must be able to stand for extended periods of time.

General Duties:

- Enforce and support company policies as outlined in the Handbook.
- Maintain confidentiality of company information.

General Duties Continued:

- Maintain a positive attitude and boost morale of employees toward company.
- Monitor and enforce employee and subcontractor quality and safety practices.
- Make good financial decisions within your control on behalf of the company.
- Schedule labor with General Superintendent.
- Quality control of self-performed work.
- Encourage and maintain production of manpower and project schedules.
- Efficiency and management of manpower.
- Monitor and enforce starting, quitting and break times during work hours.
- Solve problems before and after they arise or seek viable solutions.
- Job organization.
- Utilize ProjectSight, such as job photos and daily job reports.
- Handle subcontractor and supplier problems as it relates to equipment
- Perform parts ordering
- Maintain and track tools and equipment assigned to you and your projects.
- Can receive and give orders effectively.
- Conduct and attend shop coordination meetings.
- Dump Truck and Semi-Truck Driving as needed for maintenance
- Equipment Moving as needed for maintenance

Benefits:

Qualified candidates can expect a comprehensive benefits package including:

- Competitive wages, with performance-based bonuses and annual raises.
- Medical, dental, and vision insurance.
- Paid time off and paid holidays.



Scan QR code to apply or submit
your cover letter and resume to
srader@simonsonconstruction.com

Simonson Construction Services, Inc. provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.