

OTTO CONSTRUCTION

Job Description

Equipment Manager

EXEMPT (Y/N): Yes

LOCATION: 1717 2nd Street, Sacramento CA

HOURS: 6:00 AM – 4:00 PM, Monday – Friday

DEPARTMENT: Operations

SALARY – 70,000 – 80,000

SUPERVISOR:

SUMMARY: Plans, organizes, and directs all material control activities including the receiving, storage, issuing, and inventorying of all materials, supplies, construction equipment, and tools on assigned projects. Ensures project and company specifications and standards are adhered to. Development and implementation of purchase orders, inventory, and identification systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following. These duties describe the minimum activities of this position. These duties are subject to change to accommodate the needs of the company.

- Implement company objectives and strategies to maintain an effective equipment program including procurement, distribution, and maintenance.
- Act as a technical advisor to executive and field staff.
- Assist executive team, field staff, and accounting with final equipment budgets and rates for existing and potentially purchased equipment.
- Manage and direct effective maintenance and repair programs, equipment safety programs, and equipment utilization.
- Maintain files of records, licenses, inspections, service agreements, and contracts for Otto's equipment and tools.
- Perform or oversee repairs of company-owned vehicles, tools, and equipment.
- Provides support to field operations with vehicle and equipment requests.
- Document all vehicle, equipment, and tool repairs, and maintain accurate inventory asset lists.
- Ensures equipment is insured, registered, and otherwise brought into compliance with all City, State, and Federal regulations.
- Ensures company preventive maintenance programs are in place for all equipment.
- Tracks all assets and manages these out of the company through the end-of-life cycle.
- Maintain shop and remote corporate yard effectively eliminating any hazardous working conditions.
- Provide transportation of equipment, tools, and materials to and from remote job sites and corporate yards.
- File and maintain any needed building permits for Otto properties.
- Point of contact for after-hours notification of building alarm.
- Coordinate Otto property maintenance or repairs as needed.
- Perform additional assignments and duties as required and/or as directed.
- Exhibits behavior in alignment with Otto's core values at all times.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION and/or EXPERIENCE:

10 years of maintenance/shop experience preferred, ideally with construction tools and equipment, and knowledge of safe and effective operational use of a variety of construction tools and small equipment.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to speak effectively with customers, vendors, and employees in one-on-one situations.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide into all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY:

Ability to interpret a variety of instructions furnished in written and oral form.

CERTIFICATES, LICENSES, AND REGISTRATIONS:

Valid driver's license and acceptable DMV record to operate a company vehicle.

OTHER SKILLS and ABILITIES:

Experienced in the following software applications: MS Office applications (Excel, Outlook, Word)

Excellent oral and written communication skills

Ability to work both independently and collaboratively within a team environment

Excellent interpersonal skills and a collaborative management style

Highly dependable with excellent organizational and time management skills

Ability to support and drive change in processes within the organization

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 essential functions.

While performing the duties of this job, the employee is regularly required to use hands to handle or feel objects, tools, or controls; reach with hands and arms, and talk or hear. The employee frequently is required to sit, stand, and walk. The employee is occasionally required to climb or balance, and stoop, kneel, crouch, or crawl.

The employee occasionally is required to lift and/or move up to 25 pounds and to walk up to 1 mile daily. Specific vision abilities required by this job include close vision and distance vision.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts; in outside weather conditions and is occasionally exposed to wet and/or humid conditions, and fumes or airborne particles.

The noise level in the work environment is usually moderate.

NOTE: Otto Construction is a drug-, smoke- and alcohol-free workplace. Drug testing is a requirement for employment.

Otto Construction is an Equal Opportunity Employer. *Resumes can be emailed to Dennis Bell at dbell@ottoconstruction.com*