



POSITION DESCRIPTION

Job Title: Fleet & Warehouse Associate

Reports to: Fleet Manager

FLSA Status: Non-Exempt

Scope of Position:

The Fleet and Warehouse Associate assists the Fleet Manager with preventative maintenance and asset tracking of vehicles, tools, and equipment. Occasionally assists with all warehouse duties including but not limited to processing incoming stock and materials, receiving/packing/shipping orders, stocking and organizing warehouse materials, fulfilling orders of material to be loaded/unloaded onto trucks for delivery to construction project sites. The Fleet and Warehouse Associate may occasionally deliver equipment and materials to and from job sites locally utilizing the shop pickup truck, and move vehicles to and from repair facilities.

Reporting Relationships:

1. The Fleet and Warehouse Associate reports directly to the Fleet Manager and is fully accountable to the Fleet Manager.
2. Occasionally receives direction and guidance for daily operational tasks and responsibilities from Warehouse Manager.
3. The following positions report directly to the position of Fleet and Warehouse Associate:
 - No positions report directly to the Fleet and Warehouse Associate, but they must have harmonious and productive relationships with all internal departments including Operations, Finance and Administration, Superintendents, and Field Staff.

Job Requirements:

To perform this job successfully, an individual must be able to complete all areas outlined for this position in a satisfactory manner. Listed below are representative of the knowledge, skills, and/or abilities necessary to meet the minimum job requirements. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Experience
 - a. Required:
 - i. High school or equivalent with minimum of two years' warehouse experience performing similar duties, preferably in the construction industry.
 - ii. Must be at least 21 years old with valid auto insurance coverage and possess a valid Class C CA Driver's License with a clean driving record.

- b. Desired:
 - i. Qualified Scissor Lift Operator and Skid Steer Operator.
 - ii. Certified Forklift Operator.
 - iii. Valid CA Commercial Driver's License with a clean driving record.

2. Skills, Knowledge, Abilities

- a. Must be able to lift up to one hundred (100) pounds repeatedly throughout the workday.
- b. Familiarity with construction equipment, its use and maintenance/care.
- c. Knowledge of inventory systems and controls to ensure accurate stocking levels.
- d. Basic computer literacy with use of MS Office Suite applications such as Outlook, Word, Excel, Foundation, and asset tracking program.
- e. Must be organized and detailed with the ability to meet deadlines and multi-task. The nature of the industry is fast paced with time and financial constraints.
- f. Excellent communication skills (verbal and writing). Must be able to effectively communicate with staff, clients, vendors, and subcontractors.
- g. Works collaboratively with office staff and outside personnel or sub-contractors, ensuring that they are each aware of the job requirements.
- h. Must be able to work in a warehouse environment where you may be standing for extended periods of time. May occasionally work outdoors in a construction environment where may encounter varying weather conditions and temperatures. Normal auto travel hazards will apply. Some travel may be in all types of weather including heavy rain and below freezing temperatures with snow conditions.
- i. Must be reliable and dependable since many people are counting on this person to fulfill their duties and responsibilities.

3. Physical Requirements

Employees must be able to Stand, Walk, Sit, Talk/Hear, Use hands to finger, handle or feel, climb or balance, Stoop, Kneel, Crouch or crawl, Reach with hands and arms, taste or smell. Must be able to lift up to one hundred (100)pounds. In addition to:

VISION REQUIREMENT

Employees must have Close vision (clear vision at 20 inches or less).

Distance Vision (clear vision at 20 feet or more).

Color vision (ability to identify and distinguish colors).

Peripheral Vision (ability to observe an area that can be seen up/down or to the left/right while eyes are fixed on a given point).

Depth Perception (three-dimensional vision, ability to judge distances and spatial relationships).

Ability to Adjust Focus (ability to adjust the eye to bring an object into sharp focus).

Working Conditions:

1. This position will be working primarily indoors in a construction firm environment, but also may require the employee to travel to the field. From this movement, the employee will encounter varying weather conditions and temperatures. The normal travel hazards may apply. Travel may be in all types of weather including heavy rain and below freezing temperatures with snow conditions.
 - Wet, humid conditions.
 - Work near moving mechanical parts.
 - Working in high, precarious places
 - Working with fumes or airborne particles.
 - Working with toxic or caustic chemicals.
 - Working in outdoor weather conditions.
 - Working in extreme cold.
 - Working in extreme heat.
 - Working near vibrations.

Authority and Accountability:

1. Accountable to the Fleet Manager to produce timely and accurate documentation and to handle multiple projects simultaneously.
2. Perform all other tasks assigned within stated deadlines.

Responsibilities and Duties:

1. Maintains appearance and assists with preventative maintenance of tools, vehicles, and equipment.
2. Documents movement of assets in asset tracking software. Input serialized information of new assets into the asset tracking software including engraving, marking, and/or painting company identification as required.
3. Routinely utilize tools to assist with modifications and repairs of company owned and leased vehicles, equipment, and other assets.
4. Performs inventory audits on crew trucks and restocks as directed with supporting documentation.
5. Examines shipment contents and compares with records, such as manifests, invoices, or orders, to verify accuracy.

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6. Prepares orders by processing requests, pulling tools and/or consumables, packing boxes, placing orders in delivery area, loading and unloading trucks, and safely securing loads.
7. Maintains safe and clean work environment by keeping shelves, pallet area, and workstations neat, maintaining clean shipping supply area, and complying with procedures, rules, and regulations. Routinely wear proper safety equipment as required for the task being performed.
8. Prepares job site materials and equipment for future orders.
9. Prioritize, based on schedule, the pulling and organizing of job site deliveries.
10. Properly secures equipment on delivery truck for transportation to and from job sites.
11. Occasionally completes deliveries of local equipment and materials by driving pickup truck or pickup truck and trailer combination to and from job sites.
12. Maintains accurate records for credit cards and other company related expenses. Submits required monthly reports.
13. Maintains quality service by following organization standards.
14. Completes required accurate documentation on transfer requests back to warehouse inventory.
15. Assist with building maintenance in M Bar C Construction facilities and its family of companies as needed.
16. Contributes to team effort by accomplishing related results as needed.
17. Performs other duties as requested and assigned.



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Performance Criteria:

The Fleet and Warehouse Associate shall be deemed to be performing in an acceptable manner when the following have been accomplished:

1. All record keeping and documentation is accurate and timely with a high level of quality in the items produced. Errors or inconsistencies in documentation must not exceed 5%.
2. Accurately maintains asset tracking software inventory of tools and consumables. Errors or inconsistencies in documentation must not exceed 5%.
3. Achieve 95% initial deliveries on time of assets and materials from the warehouse to job sites on or prior to scheduled or requested start date and time.
4. Achieve 95% correct (complete) initial deliveries of assets and materials from the warehouse to job sites on or prior to scheduled or requested start date and time.