

JOB TITLE: Construction Services Site/Warehouse Manager

JOB SUMMARY:

Support construction activities by coordinating project equipment and material needs with President, Vice President, Superintendents, Project Coordinators, and Project Managers while maintaining and being responsible for a neat and organized warehouse/yard to allow for efficient delivery of products, equipment and materials to and from job sites.

REPORTS TO: Nicolas Gonzalez, President

COMMITMENT:

- ☐ Adhere to ECA's Core Values (aka "**T.I.G.E.R.** Attitude") at all times.

**Teamwork – Strive to Bring the best out in the Team.**

**Innovation - Drive leadership and Innovation.**

**Growth – Continued Commitment to personal and professional Growth.**

**Excellence – Commitment to Excellence to Deliver the best value.**

**Right - Even when no one is watching do the Right thing.**

***SAFETY! – Practice and uphold SAFETY standards at all times.***

- ☐ Employee performance evaluations will be heavily weighted by their commitment and example of living the ECA **T.I.G.E.R. & Safety** Attitude.

ESSENTIAL JOB FUNCTIONS:

The following list contains many of the duties to be performed but is not all inclusive:

1. **Lead, manage and hold others accountable to company and industry safety standards**
2. **Manage and coordinate shop fabrication requirements and fabrication goals**
3. **Manage maintenance of all construction equipment (rented and owned)**
4. **Coordinate all job logistics by identifying needs for equipment, parts, material and field supplies by communicating with staff to understand current and future project needs**
5. **Complete and manage supply requests for consumable by securing pricing for job site required parts, supplies and materials and calculate ETA's**
6. **Manage material inventory**
7. **Manage fleet inventory**
8. Track equipment, parts and materials as they go in/out and their condition using ECA's online database.
9. Maintain the database daily for real time accuracy.
10. Stock products and materials in warehouse and yard in a well-organized manner.
11. Load and unload materials as needed; send/receive trailer shipments.
12. Communicate in a courteous and effective manner with customers, vendors, and coworkers.
13. Manage self and shop personnel daily: scheduling, prioritizing, project assignments, daily tasks, start/end times and breaks while optimizing production but reducing over time

14. Prepare documentation accurately and timely, including purchase requisitions, inventory lists and time cards/sheets
15. Perform assigned tasks in a timely, accurate, and efficient manner
16. Perform all above job functions in a safe manner to avoid personal injury and equipment damage by observing all safety laws, policies and procedures

**SKILLS AND QUALIFICATIONS:**

- ☐ Strong Data Entry and Documentation Skills, Inventory Administration
- ☐ Organization and Time Management
- ☐ Ability to professionally communicate with vendors, management staff and employees
- ☐ Strong Computer skills (Word, Excel, Outlook, Adobe, Internet, etc.)
- ☐ Valid Driver's License; must pass company vehicle insurance approved driver check
- ☐ Reliable transportation
- ☐ Available for overtime hours
- ☐ Forklift Driving Experience a plus
- ☐ Able to communicate fluently in Spanish or English

**JOB SPECIFICATIONS:**

The main reporting location for this position will be at ECA's warehouse in Anaheim, CA. In addition, the position may require travel to any job site where needed. Job sites, because they are not shielded from the weather, can include excessive heat, cold, wind, rain and other weather-related aspects. At times, work will be conducted on uneven terrain, at heights and near/over water. The position also requires constant operation of a computer and other office productivity machinery, such as a calculator, copy machine and printer/scanner.

This job description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of an employee. It is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities required of an employee. An employee may be asked to perform other duties as required and this job description is subject to change at any time.

I have read the above Job Description and understand each section and line item. By signing below, I accept the Job Description in its entirety and commit to following the roles and responsibilities to the best of my ability.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

President Signature \_\_\_\_\_ Date \_\_\_\_\_

HR Signature \_\_\_\_\_ Date \_\_\_\_\_