



## JOB DESCRIPTION

### EMPLOYEE INFORMATION

Name:

Hire Date:

Reports To: **1<sup>st</sup> Div Manager; 2<sup>nd</sup> Scheduler**

Position Start Date:

### JOB DESCRIPTION

**Construction – Shop Foreman Mechanic / Laborer**

### PURPOSE

Performing mechanical repairs on construction equipment along with manual labor tasks involving physical labor at building, heavy construction projects and demolition sites when needed.

### RESPONSIBILITIES AND DUTIES

#### Shop Foreman Duties

- Organize tools and supplies in an orderly manner.
- Unpack tool trailers upon return from jobs, return excess materials or store them for future use.
- Stock tool trailers for upcoming jobs, coordinate needs with foremen and project managers
- Load equipment and materials as directed for use by crews the following day
- Monitor levels and order shop supplies and consumables
- Perform shop fabrication to support jobsites, welding, trim bending, painting, staining, prefabricated frames/bucks/panels and other items
- Monitor tool condition, report unsafe tools and make recommendations for repair and replacement
- Maintain shop in a clean condition
- Wash equipment on a regular basis



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### **Mechanical Duties**

- Preventative maintenance:
  - Conducting routine inspections, oil changes, fluid level checks, and lubrication on construction equipment to prevent breakdowns.
- Diagnostic troubleshooting:
  - Identifying mechanical faults on equipment by analyzing symptoms, using diagnostic tools, and determining the necessary repairs.
- Repair and replacement:
  - Disassembling and reassembling equipment to replace worn or damaged parts like bearings, seals, hoses, belts, electrical systems, lights and engine components.
- Overhaul services:
  - Performing minor repairs on small engines, hydraulic systems, and other vehicle and construction machinery components as needed.
- Part ordering and management:
  - Coordinating with parts suppliers to order necessary replacement parts for repairs.
- Documentation and record keeping:
  - Maintaining detailed repair logs, documenting work performed, and noting parts used on each piece of equipment, tagging equipment out of and back into service.

### **Construction Duties**

- Perform physical activities that require considerable use of your arms and legs, moving your whole body such as climbing, lifting, walking, stooping, and handling of materials.
- Operate hand and power tools of all types:
- Clean and prepare sites, scaffolding, shoring, traffic barricades, ramps and other temporary structures.
- Perform basic concrete work:



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- Assist in framing of both wood and metal framed buildings.
- Handle and install steel sidewall and roof panels and basic sheet metal trim and accessories.
- Perform other duties assigned by Foreman, Project or Division Managers.
- Retain instructions from Construction Foreman, Project and Division Managers.
- Efficient working as a team and independently.
- Understand and follow all company safety rules and regulations.
- Conduct all your work and actions with integrity.
- Must possess basic problem-solving skills and have a positive attitude.
- Take the initiative to learn new constructions skills.
- Build strong leadership qualities on the job sites.
- Must attend all Safety Meetings and complete all required Safety Training in a timely manner.

### **QUALIFICATIONS / CERTIFICATIONS**

- Valid Driver's License. CDL preferred but not required.
- Mechanical Aptitude.
- Able to work independently as well with a team.
- Ability to obtain Forklift and Mobile Elevated Work Platform certifications.
- Welding experience preferred but not required.
- Crane certification preferred but not nor required.
- Possess or able to obtain First Aid, CPR certification.



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- Possess or be able to obtain OSHA 10

### NORMAL DAILY WORK SCHEDULE

- Monday through Friday 8 hours/day. Coordinate start/end time with supervisor(s)
- One 1/2- hour lunch break is required.

This job description is not limited to the above content. Duties and Responsibilities may change at the discretion of Management.



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Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_