

# Shop Manager

**Reports to:** Ben Bosworth

## **Summary/Role:**

The shop manager is responsible for overseeing the shop, inventory, retail business, equipment maintenance, and crew start and end of day.

## **Compensation:**

Starting pay - \$23 per hour

Top pay - \$28 per hour

\*Pay rate reviewed on an annual basis

\*Pay scale reviewed annually based on the Community and Economic Research data

## **Schedule:**

M-F 7:30-5:00 Weekends available.

## **Benefits:**

Simple IRA with 3% match

Health Insurance and Dental Insurance 50% of premium

Sick Days/Vacation days: 7

## **Organizational Core Value Alignment:**

- Quality
- Integrity
- Teamwork
- Joy
- Creativity

## **Responsibilities:**

- Schedule and complete all deliveries through Bulk Delivery Pro
- Organize tools, supplies, equipment in shop and yard.
- Manage and track materials used by crews.
- Prepare and update job sheets/shop schedule.
- Intake After Action Reports
- Hit morning gate time goals.

## **Job Duties:**

- Keep equipment, tools, supplies organized.
- Keep yard, bins, and driveway clean.
- Tracking materials used by crew.
- Managing leftover material.
- Manage plant inventory- sorting for job, maintain quality, and record inventory.
- Ensure retail bins are stocked.
- Ensure supplies and materials are stocked and organized for crew.
- Ensure job sheets/shop schedule are prepared.
- Intake after action report.
- Assist crews getting out in morning under 20 minute gate time goal.
- Intake crew in the afternoon and hold accountable.
- Support crews throughout the day for material/supplies.
- Prep next day material/supplies.

- Field all retail and delivery emails and phone calls.
- Schedule delivery/pickups.
- Manage retail staff.
- Ensure all deliveries are made and accounted for on Bulk Delivery Pro.
- Schedule and line up all equipment maintenance needs.
- Update equipment maintenance board.

**Requirements:**

- High School Diploma, GED or equivalent
- Skid-Loader experience
- Capable of operating required equipment and tools in a safe and responsible manner
- Effective communication skills (both verbal and written)
- Ability to work under pressure and tight deadlines
- Time management skills
- Ability to read and interpret blueprints and specifications
- **Must possess a valid driver's license**
- Knowledge of specific materials, methods, tools and equipment required to complete various landscape/construction practices
- Speak, read, and write English
- Carry and use a smart phone or data-enabled device for communication and reporting

**Core Components-Off Season**

- Training Schedule developed with Supervisor - greenius.
- Maintenance Schedule developed with Supervisor
- Recruitment for the upcoming season of general laborers
- Attend Trade Shows and other educational events provided by supervisors

**Other duties assigned by supervisor**