



## Shop Lead

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Reporting To: Division Manager  
Dotted line reporting to Tool/Equipment Manager

Department: Shop

Job Type: Full-time

### Summary

The Shop Lead is responsible for overseeing the daily operations of the company's shop and yard, ensuring tools, materials, and equipment are organized, maintained, and delivered to support field work. This role serves as the primary point of contact between the shop, office staff, and field crews, coordinating workflow based on project schedules and operational priorities. The Shop Lead manages tool tracking, inventory control, inbound freight, and documentation using basic to moderate computer skills. The position also maintains a clean, safe, and efficient work environment, performs minor tool repairs, assists with facilities and yard maintenance, and proactively prepares tools and materials needed for upcoming projects.

### Primary Responsibilities

- Deliver tools and materials between job sites and the shop and coordinate daily delivery routes based on project needs.
- Perform mark-ups/asset tagging of new tools and manage inbound freight, including inspection and verification.
- Check tools in and out, maintain tool/equipment condition, and perform minor repairs or coordinate vendor repairs.
- Monitor and fulfill field requests for tools and materials while providing daily shop coverage.
- Maintain organization of the shop and storage yard.
- Perform building and yard maintenance (e.g., pallet breakdown, shipment cleanup, snow removal, trash/recycling, grounds upkeep, setting up training spaces, office moves, and furnace filter changes).
- Prioritize and coordinate daily shop workflow based on project schedules, deadlines, and material/tool availability.
- Maintain inventory of tools, consumables, and commonly used materials.
- Maintain and update the tool tracking system to ensure accurate records of tool location, condition, and usage.
- Implement and maintain shop organization and safety standards (including regular safety checks of tools, equipment, and work areas).
- Serve as the main point of contact for shop-related needs, coordinating between office staff and field crews.
- Document tool repairs, damage, loss, and inventory discrepancies and communicate issues to supervisors.
- Additional duties as assigned.

### Qualifications

- High school diploma or equivalent required.
- Ability to work independently and as part of a team, with a positive attitude in stressful situations.
- Strong mechanical ability and attention to detail.
- Valid driver's license with an acceptable driving record; able to obtain a Fed Med card and pass an internal CMV evaluation (including trailer backing).
- CDL preferred or willingness to obtain.
- Able to operate a scissor lift and forklift.
- Moderate computer skills for work orders, tool/material requests, time and driving logs, inventory tracking, and communication.
- Excellent planning, organization, and multitasking skills suited to a fast-paced environment.
- Strong communication and coordination skills with field crews, office staff, and vendors.
- Ability to prioritize tasks and make decisions based on project deadlines and operational needs.

### Physical Requirements

- Ability to lift, carry, push, and pull up to 50 lbs regularly and occasionally heavier loads with proper technique or assistance, depending on the task.

- Ability to stand, walk, bend, kneel, reach, and climb as required to complete shop, yard, and equipment-related tasks.
- Ability to operate tools, equipment, forklifts, and scissor lifts safely and effectively.
- Ability to work indoors and outdoors in varying weather conditions (including heat, cold, and snow).
- Ability to perform tasks that involve repetitive motions, manual dexterity, and sustained physical activity throughout the workday.
- Ability to safely navigate uneven surfaces, steps, yard areas, and shop environments.
- Ability to drive company vehicles, including vans and trucks, for tool and material delivery.

*Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.*