

KALAGAN

OUTDOOR DESIGN

SHOP ATTENDANT JOB DESCRIPTION

The role of the shop attendant is to ensure the efficiency of the crews working on sites. It is the shop attendant's goal to maximize the crews time on sites, and to minimize their time at the yard. The shop attendant is integral in promoting efficiency, by using positive, modern means of communication, and by being extremely organized and forward thinking.

Roles and Responsibilities

Maintenance

- Small equipment repairs and maintenance
- Tool repairs/servicing
- Heavy equipment preventative maintenance
- Vehicle preventative maintenance
- Complete a maintenance log and submit all logs weekly for all maintenance

Materials/Tools

- Receiving deliveries
- Keeping inventory up to date and accurate
- Ensure all tools and materials are stored safely, and to avoid damage
- Tool and material returns as needed

Deliveries/Order Pickups

- Make deliveries with 3.5 Ton truck as needed
- Pick up material orders as approved by project management

Ordering

- Submit weekly requisition forms for consumables, project materials etc.

Fuel/Propane

- Ensure all jerry cans and propane bottles, and mixed fuel are filled as needed and available to the crews
 - All empty jerry cans at the shop should be filled daily, and available the following morning

Order Picking

- Ensure that all materials are picked and readily available for the crews as needed.
- Ensure that trailers are loaded with the materials needed PRIOR to the crews arriving at the shop.
 - All trailer loads should be strapped and ready to depart the yard PRIOR to the crews arriving at the yard.

Snow Removal

- Plow the yard as needed, including the front of the shop (Ed's side)
- Shovel any entry ways, and apply salt as needed
- Use a blower to remove snow from the materials in the yard upon each snowfall

Staining/Painting

- Stain and paint fence boards, posts, etc. at the shop within given timelines
- Perform staining/painting touch up and applications on site as required.

Safety Equipment/Materials

- Inspect all first aid kits upon job completion and rotate as needed
- Inspect all fire extinguishers and punch tags monthly
 - Ensure fire extinguishers are requisitioned to be recharged as needed

General Duties and Responsibilities

- Ensure water jugs are filled for the crews and ice is readily available
- General yard/shop cleanliness

Employee Expectations from Kalagan Outdoor Design

Training

- KOD will provide adequate and ongoing training as needed and as requested
- KOD will provide training as procedures are developed and modes of installation change.
 - It is our goal to consistently be keeping up with the most current processes, as well as the use of new equipment, technologies and tools of the trade
 - We want to enable our leadership team to be a part of these changes and allow them to have input as we grow and develop.

Open Communication

- Our management team; foreman, sales and project management are expected to always have their doors open and to be receptive to the input and feedback from the leadership in the field

- We take all concerns from our staff very seriously as they relate to working conditions, safety, procedures and any other voiced concerns or ideas that may arise

Positive Company Culture

- KOD aims to set itself apart from the industry and build a culture which promotes employment stability, employee satisfaction as well as opportunities for growth, advancement and participation in all aspects of the company's development.
- The opportunity for employees to learn, grown and advance is something that we take pride in and promote to the best of our abilities

A Safe Work Environment

- The safety of our employees is something that we take very seriously, not only as it pertains to working procedures but also in our ability to create an environment where our staff is comfortable sharing their ideas, views and concerns.

Fair Compensation

- We take pride in the fact that we compensate our employees fairly with competitive wages and benefit packages
 - This is something that we hope to grow on in the future and offer our team the opportunity to advance in given that they align themselves with our company culture, and participate actively in our growth

Send your resume and cover letter to info@kalaganoutdoordesign.com.

By signing below you agree that you have read and understand the above description of roles and responsibilities which are required of you as well as your expectations of KOD. It also means that you intend to perform these roles and responsibilities to the best of your abilities.

MANAGEMENT (Print and Sign)

DATE

EMPLOYEE (Print and Sign)

DATE