

# JOB POSTING

**Job Title:** FACILITY SHOP SUPERVISOR

**Salary:** \$10.00-\$12.00/Hour, DOE

**Job Closing Date (mm/dd/yy):** 06-24-2019

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**Company Name:** PAUL DAVIS RESTORATION

**Contact Person:** Trever

**Address:** 1022 Lincoln Road

**City/State:** Idaho Falls, ID

**Phone Number:** 208-522-7374 (Front Desk)

**Web Address:**

**Contact email:** Trever@callpauldavis.com

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## General Responsibilities:

## FACILITY SHOP SUPERVISOR-Paul Davis Restoration

**Full Time Position (32-40 Hours/Week)**

**Direct Hire with Paul Davis Restoration!**

**Position Hours of Operation: 7:30 AM-4:00 PM**

**\$10.00-\$12.00/Hour, DOE**

**Some travel will be required either monthly/quarterly to other PDR locations**

The Paul Davis **Facility Shop Supervisor** is responsible for the management of the facility/office space/ vehicle fleet, and other assets such as equipment. The **Shop Supervisor** ensures that the building and its infrastructure is maintained, clean, and organized so that the team members have the best possible work environment and so it shows as a showroom to our customers. The **Shop Supervisor** ensures that all trucks are being serviced in a timely manner and that any requests for truck service are evaluated and carried out properly. The **Shop Supervisor** is responsible for the inventory and maintenance of all Paul Davis assets including equipment, job site signs, consumables and deliveries. The **Shop Supervisor** ensures that everything is in its place and everything is available for our team to do their job to the best of their ability.

Copy/paste in your internet browser to see the videos:

<https://www.youtube.com/watch?v=yFYlkbzfej0>

<https://www.youtube.com/watch?v=CuAUQn5dk>

### **Essential Job Duties**

- \*Daily check of equipment to ensure cleanliness of dirty equipment and testing of damaged equipment.
- \*Manage and set up repairs (in house or subbed out) of equipment.
- \*Maintain an inventory and status of all Paul Davis equipment.
- \*Daily infrastructure, safety and cleanliness check of the facility to ensure it is always in top shape.
- \*Create budgets to be approved by Emergency Services Supervisor for any repairs needed and execute repairs on budget.
- \*Maintain consumables weekly to ensure materials needed for infrastructure and projects are kept at a save level. Investigate cost reduction of these items frequently.
- \*Ensure all chemicals are stored properly and SDS sheets are kept within OSHA regulations.

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- \*Assist contents manager with warehousing tasks when necessary.
- \*Inspections, Registrations and Repairs of vehicle fleet to include setting budgets with Emergency Services Supervisor and maintaining those budgets.
- \*Maintain an ongoing inventory of special order materials and consumable receipts and ensure that if materials come in for a job they are thoroughly evaluated against the delivery ticket and the estimator/project manager is notified of their condition and status.
- \*Perform a weekly evaluation of the supply cage and special orders section with Emergency Services Supervisor to determine any changes that need to be made and clean out old items.
- \*Quarterly Vendor Reviews: Perform a quarterly review of all vendors used and compare pricing with competitors. If better service is needed find and approve new vendors to use.
- \*Closing: At the end of the day check all doors and lights and lock up/set alarm as needed. If people are still working delegate a person to handle the lock/alarm task and follow up that it is done.
- \*Equipment Maintenance: Make sure that no more than 2% of our equipment fleet is down at any given time. Clean equipment as necessary and hold the crew accountable for keeping it clean.
- \*Be a good representative of the Paul Davis Brand.

### Job Qualifications:

#### **Qualifications:**

- \*Availability to work nights and weekends when needed
- \*Excellent teamwork and management skills
- \*Organized and detail oriented
- \*Technical knowledge of equipment and minor electrical knowledge
- \*Computer Skills
- \*Proactive approach to prevent problems
- \*Must have a valid driver's license and a clean driving record
- \*Must be able to pass a drug test and criminal background check

Paul Davis Restoration is an Equal Employment Opportunity Employer

### Application Process:

If you want to jumpstart your career, please contact [Trever@callpauldavis.com](mailto:Trever@callpauldavis.com)

Recover-Reconstruct-Restore/Paul Davis Restoration of Idaho