



# McANANY CONSTRUCTION

<b>Job Title</b>	Shop Helper/Parts Runner/Core
<b>Reports To</b>	Equipment Manager
<b>Union or Nonunion</b>	Union - I.U.O.E. Group 3 Mech. Helper Shop
<b>Employment Status</b>	Full-time April-December, part-time January-March, permanent
<b>Exemption Status</b>	Non-exempt/Hourly
<b>Work Schedule</b>	Year-round
<b>Working Hours/Shift</b>	TBD

## Job Responsibilities

- Pick up, deliver, return parts
- Organize and log parts location; accept & log shipments
- Keep a log of tire repairs, deliveries, and pickups
- Cleaning tasks: take out trash, sanitize restroom, clean office
- Assist all managers and foremen as needed
- Keep all aspects of fuel islands clean and in order
- Perform or assist in performing underground fuel storage readings and recording, after receiving proper training
- Keep the company facility and grounds maintained, including pick up trash, control weeds, control pests, mow, rake, trim, and blow landscaping
- Perform pavement coring, keep necessary records of coring jobs activities, deliver cores to the lab
- Work directly with Quality control superintendent and Equipment Manager
- Perform pressure washing on equipment, trucks, and jobsites
- Perform cleaning duties on job sites
- Perform small repairs and adjustments on jobsites
- The position requires driving company vehicles, operating forklift, extend boom forklift, and skid loaders, lifting heavy objects. This person will be operating and moving CDL units and equipment at the shop facility after receiving proper training
- Some overnight and out of town travel may be required

## Physical Requirements

- Ability to regularly lift 50 pounds
- Ability to stand up to 75% of working hours
- Ability to bend and lift large items
- Ability to maneuver underneath vehicles and equipment as needed

## Work Environment/Conditions

- Non-temperature-controlled garage
- Outdoors on-site at projects

*This job description in no way states or implies that these are the only duties to be performed by the employee(s) of this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the employee(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an at-will relationship.*

*McAnany Construction is an equal opportunity employer and is committed to compliance with its obligations under all applicable state and federal laws prohibiting employment discrimination. In keeping with this commitment, it attempts to reasonably accommodate applicants and employees in accordance with the requirements of the disability discrimination laws. It also invites individuals with disabilities to participate in a good faith, interactive process to identify reasonable accommodations that can be made without imposing an undue hardship.*