



SHOP MANAGER

Clark Construction, LLC headquartered on Bainbridge Island is one of the Puget Sound region's premier construction firms. Our team of highly skilled construction professionals brings experience in an impressive range of projects, of every scale, from home remodels to multimillion-dollar commercial. An employee owned company, we are committed to building exceptional structures that reflects fine craftsmanship, superior attention to detail, outstanding value and customer service that exceeds the expectation of every valued client.

Role and Responsibilities

Hilti App-

- Tracking tools and confirming that tools are tagged to shop via Hilti
- Tracking maintenance for tools in Hilti
- Adding new tools to Hilti Ontrack

Shop Yard-

- Maintains access, laydown areas and parking including gravel, cleanliness/organization
- Organize like kind equipment and continue monitoring of inventory
- Maintain trailer able equipment (list and track scheduled maintenance)
- Laydown area coordination for materials and deliveries for projects – Project specific
- Maintain storage boxes and organize materials in boxes
- Organize and help coordinate deliveries – Connex storage area for CCLLC equipment

Shop-

- Organize and maintain equipment and tools
- Schedule and coordinate repairs for tools
- Remove broken tools from Ontrack Hilti and clear from system
- Set up a clear area for drop off of demobilizing projects and procedure to follow
- Organize wood shop
- Turn away materials left over from projects if necessary
- Order replacement parts and stock inventory for equipment maintenance
- Perform other duties as assigned

Hiring Requirements

- Dependable and timely
- Years of experience: 2-4
- Able to follow directions quickly and efficiently
- Able to work effectively with others
- Willing and able to learn new skills
- OSHA 10 certification
- Valid Driver's License and ability to operate a variety of vehicles

Physical Requirements

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job
- Ability to stand and walk for a 10-12-hour day
- Ability to lift 50 lbs., including overhead
- Ability to perform physical and repetitive motions
- Ability to sit, walk, stand, bend, squat, climb, kneel and twist on an intermittent or continuous basis
- Requires vision and hearing abilities
- Ability to climb permanent and temporary stairs
- Ability to climb ladders and negotiate work areas under construction

Compensation and Benefits

This is a full-time exempt position, requiring occasional evening and weekend work. Salary is \$45,000-65,000 DOE. Clark Construction is an Equal Opportunity Employer.

In addition, Clark offers the following benefits to full-time staff:

Paid time off: 80 hours per calendar year of paid time off (“PTO”) for sick, vacation and personal time

Paid Holidays: There are 7 paid holidays each year:

- New Year’s Day
- Memorial Day
- 4th of July
- Labor Day
- Thanksgiving and the Friday after Thanksgiving
- Christmas Day

Insurance: Eligible for health, dental and short-term disability insurance on the first day of work for employees working at least 30 hours per week

Retirement Savings: Eligible for 401K program through Contractor’s Plan

How to Apply

Applications accepted until the position is filled. Please send cover letter and resume to: hr@clarkconstruct.com. No phone calls please; only applicants selected for interviews will be contacted.