



Shop & Yard Assistant

Summary:

The Shop & Yard Assistant is responsible for assisting the Shop Supervisor with all shop activities and ensuring tools/equipment and vehicles are maintained in good working condition and readily available for any project.

Primary Responsibilities & Duties:

- Perform general labour activities inside the shop, main office and yard.
- Assist with coordinating materials and equipment deliveries to meet construction schedules.
- Operate equipment and tools for snow removal and sanding of walkways in the winter.
- Load and unload of trucks and trailers.
- Remove garbage from shop and offices.
- Empty Sea Cans returning from site projects.
- Load Sea Cans going to site projects with equipment and tools.
- Test tools and equipment to ensure proper functioning.
- Report quantities and identification numbers of shipped and returned equipment.
- Report to the supervisor items requiring repair.
- Ensure tool crib is neat and orderly to effectively perform job functions.
- Perform related tasks as assigned.

Job Specifications:

- Must possess a secondary school diploma.
- Must work safely and have ability to follow health and safety policies and procedures.
- Basic knowledge of construction tools and equipment functions.
- Must be able to operate mobile equipment such as front-end loader and forklift.
- Ability to lift up to 50 pounds.
- 1 to 3 years of experience working in a construction environment.
- Must be knowledgeable in hand tool usage.
- Good reading and writing ability.
- Must be detail-orientated and organized.
- Must be customer service orientated.
- Capable of dealing with unexpected and unplanned situations and ability to make quick decisions to meet project schedules.
- Must possess a valid Class - G Ontario Driver's License.

Location: Sudbury, ON

Term: Full-time, Permanent

How to apply: Email resume to employment@tesc.com and use "Shop & Yard Assistant" in subject line.