

JOB OPENING

Construction Shop & Fleet Manager

Position Summary

We are looking for a hands-on Construction Shop & Fleet Manager to oversee our shop, fleet, equipment, tools, materials, and yard operations. This position is responsible for ensuring tools, equipment, and vehicles are maintained, inventory is organized, and resources are available to support field crews. The ideal candidate is organized, dependable, safety-minded, and comfortable working in both shop and outdoor environments.

Key Responsibilities

- Manage day-to-day shop and yard operations.
- Keep the shop and yard clean, organized, and safe.
- Track and manage tools, equipment, materials, and inventory.
- Coordinate maintenance, repairs, and inspections for company vehicles, trailers, and equipment.
- Schedule preventive maintenance to reduce downtime and extend equipment life.
- Maintain equipment, vehicle, and inventory records.
- Order parts, supplies, tools, and materials as needed.
- Work with vendors and suppliers to obtain materials, equipment, and repair services.
- Coordinate equipment deliveries, pickups, and transportation schedules.
- Ensure equipment and vehicles are ready and available for project needs.
- Support field crews with equipment, tools, and material requests.
- Follow and enforce company safety policies and procedures.
- Monitor costs and look for ways to improve efficiency and productivity.

Qualifications & Skills

High School Diploma or GED with at least two years of related experience in construction, fleet or equipment maintenance, inventory management, shop operations, or a related field. Candidates should have knowledge of construction tools, equipment, heavy equipment maintenance, and small engine repair, along with experience managing inventory, materials, vendors, and suppliers.

The ideal candidate is organized, dependable, self-motivated, and willing to step in wherever needed. Strong communication, planning, time management, problem-solving, and basic computer skills are important, along with a strong sense of ownership and accountability.

Preferred Qualifications

A Class A CDL, experience hauling equipment and trailers, and welding or fabrication experience are preferred.

Physical Requirements

Candidates must be able to lift up to 50 pounds, stand, walk, bend, and safely operate tools, equipment, and vehicles. This position includes working in shop, yard, and outdoor environments in varying weather conditions.

Benefits

Northcentral Construction offers competitive pay, health, dental, and vision insurance, paid time off and holidays, a retirement plan, and training opportunities.