



## Equipment Manager

### ABOUT US:

J. Davis Construction is a full-service general contractor with an unlimited class license. We service the upstate of South Carolina, Northeast Georgia and Western North Carolina. We were voted one of the fastest growing companies in South Carolina in 2016 & 2017 by SC Biz. We were also voted one of the "Best Places to Work in South Carolina" in 2017. Our company is divided into three divisions: General Contracting, Industrial Service and Civil/Grading.

### POSITION SCOPE:

Management of J. Davis Construction's three divisions vehicles, equipment and tools are a primary responsibility of the Equipment Manager. Forecasting, purchase, maintenance and retirement of all vehicles, equipment and tools is vital to our continued growth.

### ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- Manages company equipment, vehicles, and tools
  - Provides Accounting department with equipment and vehicle usage charges monthly
  - Maintains schedule for all company owned equipment and ensures 90% usage rate
  - Procures all company owned equipment and vehicles
  - Recommends disposal of company owned equipment and vehicles based on hours/miles, resale value and market conditions
  - Promotes equipment rental to new and existing J. Davis customers
  - Work with IT to implement and maintain tracking software
  - Maintains tool inventory list for J. Davis trucks, job sites and tool crib
  - Maintain maintenance records for all vehicles, equipment and tools
  - Audits fuel mileage reports to create maintenance work orders for vehicles
  - Regularly audits maintenance records to maintain accuracy
  - Manages maintenance staff and schedule
  - Approves all maintenance material purchases and vendor receipts
- Manages all third-party equipment rentals
  - Negotiates yearly exclusive rental agreements with equipment rental vendors
  - Processes requests for rental equipment for all Project Managers for J. Davis projects
  - Audits third party equipment rental totals for all Divisions of J. Davis Construction
  - Uses audit data to evaluate the need for purchasing company owned equipment based on outside rental usage
- Manage J. Davis Tool Crib
  - Track and manage tool budget and inventory
  - Manage/oversee tool purchases
  - Perform quarterly tool inventory on all company owned tools
  - Set limits on number of tools to keep in inventory
  - Coordinate availability of tools per submitted work order requests for tools
- Responsible for developing and executing a replacement equipment plan
- Maintain expense records inside accounting software

- Maintain inventory of on hand materials and encourage usage where possible on J. Davis projects
- Coordinate all project material (doors, hardware, steel, etc.) deliveries made to JDC1 for projects
- Manages maintenance on all company buildings and grounds
  - Submit work order requests, to appropriate Division, for any required building facilities maintenance
  - Schedule third party maintenance for needs outside of in-house abilities

**SKILLS & ABILITIES:**

- Strong experience in management of tool/equipment rental and maintenance
- Strong relationship and business development skills
- Must be computer literate with a working knowledge of Microsoft Office applications
  - Word, Excel, Outlook, Project
- Good communications and organizational skills
- Good at problem solving and forecasting

**J. DAVIS EMPLOYEE EXPECTATIONS:**

- Maintain company mission and core values
  - Mission
    - “We are providers of superior, passionate construction service leaving a positive impact on everyone we involve, while bringing honor to God.
  - Core Values
    - R.I.S.E – Respect, Innovation, Safety, Ethics
- Willingness to serve as a coach and mentor to direct reports
- Contributes to a positive company culture
- Self-driven work ethic
- Takes initiative to meet organizational goals
- Participates in company called meetings
- Ability to work independently and in teams
- Ability to work in a fast-paced environment
- Good interpersonal skills

**REPORTS TO:**

- President

**SUPERVISORY RESPONSIBILITIES:**

- Mechanic

**EDUCATION AND WORK EXPERIENCE:**

Combination of education or work experience to ensure the ability to execute the duties and responsibilities set forth above. Background in an equipment rental and maintenance is required.

Interested applicants should can apply online, <http://jdavisinc.com/careers/employment-application-form/>, or in person at our Westminster Office, 12245 S. Hwy 11, Westminster, SC 29693. Also, interested candidates may submit resumes by email to Russell Johnson, Human Resource Manager, [rjohnson@jdavisinc.com](mailto:rjohnson@jdavisinc.com).