



1772 Double Q Road, Green Bay, WI 54311
920-393-3795
absoluteconcretellc.com

Shop & Maintenance Manager

Green Bay

Absolute Concrete is seeking a skilled and experienced shop manager to join our team. A successful shop manager will provide support for field operations, set up and manage an inventory control system, as well as maintain and dispatch a variety of commercial concrete-related materials, equipment, and products.

Essential Responsibilities

- Perform maintenance for large specialty equipment with special focus on diesel engine maintenance and hydraulics.
- Provide remote phone support to operators in the field solving their immediate job site equipment performance issues.
- Keep diligent service notes around parts and labor utilized on individual work orders for maintenance record keeping.
- Ability to provide guidance and training at times to new and existing operators with a special focus on daily maintenance procedures that will help ensure quality performance.
- Additional duties as assigned

Qualifications

- Proven experience as a shop manager or similar role in the construction industry preferred
- Strong knowledge of construction techniques, materials, and equipment
- Knowledge of concrete equipment including Laser Screeds preferred
- Expertise in warehouse management procedures and best practices
- Knowledge of inventory control and tool tracking
- Proven ability to implement process improvement initiatives.
- Hands on experience with warehouse management
- Excellent leadership and interpersonal skills, with the ability to effectively communicate and collaborate with team members, clients, and other stakeholders
- Strong organizational, technological, decision making and problem-solving skills
- Demonstrated ability to plan, organize, and prioritize work in a fast-paced environment
- Knowledge of Microsoft Suite of products and an aptitude for technology and new software programs
- Ability to write simple correspondence and effectively convey important information in a one-on-one and small group situation
- Responsible for own tools
- Flexibility to travel
- Valid driver's license is required; CDL preferred
- High school diploma or equivalent
- Additional certification or training in construction management is a plus
- Completed safety background a plus
- Pay based on experience

Benefits

- Paid time off – including holidays and paid vacation
- Retirement benefits or accounts



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- Commuting/travel assistance
- Employee discounts
- On the job training and certifications
- Flexible Schedules
- Per diem
- Health and dental insurance
- Vision, life, and short-term disability insurance
- 401K with company match

Absolute Concrete is dedicated to fostering workplace diversity and promoting equal opportunity employment. We welcome and consider all applicants without discrimination based on race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, or any other legally protected characteristics. As an Equal Opportunity and Affirmative Action employer, we are committed to creating an inclusive environment where everyone has the opportunity to thrive.

If you're a top-quality, hardworking and passionate person, apply today by filling out the application form at www.absoluteconcretellc.com/absolute-concrete-careers or submit your resume to HR@absoluteconcretellc.com.