

Small Tools Coordinator (repair and maintenance)

Job Summary

As a Small Tools Coordinator your primary responsibility will be to handle all aspects of small tools including but not limited to; inventory control, parts ordering and distribution, tracking and administration and power tools repair.

Responsibilities

- Maintain all small tools and related items inventory with counts.
- Maintain and update small powers tool database.
- Repair or arrange for the completion of small tools repairs.
- Test repaired equipment for proper performance.
- Ensure accurate documentation and tracking of all repairs.
- Ensure accurate documentation and tracking of small tools jobsite sign out.
- Maintain service paperwork, records and logs.
- Promote safety awareness; follow policies and procedures on quality, health, safety and environment.
- Assist and perform other related duties as required.
- Pick up and drop off of small tools to site and repair outlets

Working Conditions

- Shop environment
- Varying temperatures
- Frequent bending, stooping, squatting, kneeling, performing overhead work, lifting/carrying up to 50lbs.

Requirements

- 3 yrs. experience in a similar role an asset.
- Must be computer literate with knowledge of Microsoft Excel, Word, Outlook, Access.
- Must possess good communication skills, the ability to problem solve, effective time management skills and a willingness and to learn.

- Must possess the ability to work under supervision and or independently or as part of team.
- Must have the ability to work under time constraints.
 - Demonstrate a high attention to detail, be extremely organized with the ability to multi-task.
 - Capable of working in a physically demanding work environment including working outside.
 - Must have up to date H&S certifications in WHMIS, OH&SA, and WAH.
 - Must have CSA approved green tagged steel-toe safety boots.
 - Valid G driver's license with a clean driver's abstract is required.

Education

- High School diploma or equivalent General Education Diploma (GED)
 - Preference will be given to those with certificates in Small Engine Repair and Maintenance.

To be eligible, must be authorized to work in Canada for any employer.

We thank all applicants for their interest, however only those candidates selected for interviews will be contacted. **No telephone call, please.**

Email your resume, to: HRservices@metricgrp.ca

Metric Contracting Services Corporation is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, or any other protected status. We thank you in advance for considering employment with us.

COVID-19 considerations:

- Personal protective equipment provided or required.
- Social distancing guidelines in place
- Sanitizing, disinfecting, or cleaning procedures in place