



Building Restoration Corporation

1920 Oakcrest Avenue Suite 1, Roseville, MN 55113

General Shop Manager

Department: Field Operations

Reports to: Vice President

Category: Salary/Commission

Job Summary:

The BRC Shop General Manager is responsible for the sustained and continued relationship between the field staff and the equipment and materials required to complete each and every project. The Shop General Manager coordinates and manages the overall operations of the BRC Shop, including but not limited to: Rental Sales, purchasing, equipment maintenance and repair. The key outcomes of this position are to increase organization and efficiency of all shop and rental operations, migration to and daily maintenance of digital record keeping for the shop and rental departments, and negotiate and decrease overall cost of goods, materials, and transportation.

Directly Responsible For:

Core duties and responsibilities include the following and other duties may be assigned:

- Manage and assist in the completion of day-to-day activities of the BRC shop and rentals, involving the maintenance of all equipment and machinery.
- Supervise and coordinate the work of employees who repair and maintain equipment and machinery.
- Manage and oversee all employees for the BRC Shop and Rentals.
- Develop and maintain the Preventative Maintenance Schedule program for applicable equipment and machinery.
- Manage multiple complicated priorities/tasks. Exhibit strong judgment and decision-making skills.
- Prepare budgets and secure estimates and cost quotes as needed.
- Enforce sound safety and housekeeping practices.
- Oversee the management of inventory including but not limited to the BRC vehicle fleet, tools, and equipment.
- Oversee the management of the brickyard.
- Work with Project Managers, Superintendents and Foreman to ensure jobsites have what they need prior to starting work.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.