



Delaware Bulldozing Corp.

Job Description

Job Title: Shop Foreman
Department: Construction
Reports To: Duane J. Lafever/President-Owner
Location: Bloomville, New York
Wage: \$21.00 Starting - Plus Benefits

Summary: Maintain Accurate Maintenance Records, Maintain Equipment Log, Maintain & Purchase Shop Inventory.

- **Mechanic Skill Sets** ○ Knowledge of Heavy Equipment (John Deere & Komatsu) ○ Knowledge of Trucks & Pickups (Mack & Ford, Chevy, GC)
- ○ Knowledge of Small Tools ○ Safety

Essential Duties and Responsibilities:

- Mechanic, Service & Paint
- Maintain all equipment files
- Purchasing of all parts, lubricants & Fuel
- Coding all Equipment invoices & turn in daily
- Schedule equipment services and maintain service records
- Scheduling all equipment cleaning
- Schedule all equipment repairs
- Pre-delivery setup and installation on all makes and models of above equipment.
- Welding and fabrication may be required.
- Prepare required documentation accurately and timely, including work orders, parts lists and time cards.
- Maintain an up-to-date knowledge of equipment and product technology.
- Read and interpret instruction manual and pertinent literature.
- Maintain a safe working environment and observe all safety laws, policies and rules.
- Overtime work may be required in this position.
- Perform assigned tasks in a timely, accurate and efficient manner.
- Selling of Used Equipment

Computer/IT Skill Sets

- Microsoft Office ○ Excel ○ Word ○ E-Mail
- Case/Komatsu/John Deere service Software
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- **Communication Skill Sets** ○ Writing ○ Verbal ○ Email/Texting

- Listening

Shop:

- To perform this job successfully for Delaware Bulldozing Corp., an individual must be able to, ○ Organize Tasks For Review & Implement Daily Tasks ○ Code Invoices Received in the Shop ○ Track & Manage Equipment Maintenance Logs ○ Track & Manage Equipment Repair Logs

Mechanic:

- To perform this job successfully for Delaware Bulldozing Corp., an individual must be able to, ○ Troubleshoot Equipment/Tune up Equipment ○ Repair Heavy Equipment ○ Paint & Sand Blast ○ Electrical Knowledge ○ Knowledge of Hydraulic Systems

Experience:

- Internships ○ Previous Jobs
- Equipment Maintenance/Operation
- Prefer 5 Years of Experience

Education:

- High School Diploma (GED) ○ College (not required but preferred
- Graduate from a Technical/Vocational School w/Certification (not required, but preferred)

Work Environment:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- This work environment will be in and out of Job sites & the Shop
- Be respectful of your surroundings and keep a clean & safe work environment

Please submit your Resume to: Delaware Bulldozing Corp.
5700 County Highway 18
Bloomville, NY 13739
607-538-1185

Delaware Bulldozing Corp. Is an Equal Opportunity Employer.