



Tool Shop and Inventory Manager – Elmira, NY

If you are looking to join a dynamic organization that values its people, offers competitive compensation packages, and provides you an opportunity to be excellent every day, then we want you to apply for the following career opportunity:

Job Summary

Expedite, coordinate and forecast delivery(s) to each active project to ensure that every project is on time and on budget. Oversight and management of daily deliveries of materials, tools and equipment to various job sites. Position requires procurement of tools and materials. Maintenance of building grounds and company campus also required.

Essential Functions

- Tool and Consumable inventory management and procurement
- Ensure that tools and consumables issued to a job are properly charged to the job.
- Ensure all tools and equipment returning from the field and going out to the field are in good and safe working order.
- Plan and Schedule daily deliveries to jobs sites and pick-ups
- Ensure proper signage is available for job sites
- Supervise shop support staff
- Manage DOT filings and reports
- Responsible for maintenance scheduling on company truck fleet
- Coordinate required repairs / body work for company truck fleet
- Lead and coordinate required maintenance of buildings and grounds, for all seasons, at the company's main campus.

Qualifications

- Minimum of high school diploma. First hand construction experience and/or Vocational/college diploma desirable. Knowledge of tools and accessories used in carpentry, masonry, and or general construction is also desirable. A current driver's license with no restrictions is required.
- Basic knowledge of safety policies and procedures, English, computer applications related to tool management, record keeping procedures, and experience in leading people are also desired.

The position is located in Elmira, New York during normal business hours, Monday through Friday.

About Streeter Associates

Streeter Associates is a regional commercial construction company and is focused on excellence, quality, industry advancements, its employees and customers for over 70 years. We are committed to provide career and learning opportunities to all employees. Our team members provide a wide range of professional experience, are energetic, creative and committed to excellence. You can find our customers in the following construction Markets:

- K-12 Schools
- Colleges & Universities
- Manufacturing Facilities
- Corporate Office Buildings
- Museums
- Financial Institutions
- Energy & Infrastructure facilities
- Athletic Complexes
- Commercial and Retail Space

Apply:

Please reference Project Manager position, and email your cover letter and resume to Streeter@streeterassocaites.com. Alternatively, you may mail to:

Streeter Associates, Inc.
PO Box 118
Elmira, NY 14902

EEO Statement:

Streeter Associates is an Equal Opportunity Employer and prohibits discrimination of any kind during the hiring process, including but not limited to discrimination on the basis of race, color, sex, disability, protected Veteran status, nationality, religion, age, pregnancy, sexual orientation, gender identity, genetic information, or any other non-merit-based factor.