



## **TOOL CRIB SUPERVISOR**

### **ABOUT SIGFUSSON NORTHERN:**

Sigfusson Northern is a third-generation family-owned business, which now has a portion of the company being employee-owned. Our primary focus is on building strong and lasting relationships with our employees, our clients, and the communities we serve. Ongoing growth and diversification have led Sigfusson Northern to the forefront of general contracting and heavy civil construction where we incorporate trust, respect, integrity, and commitment to our community in every decision we make and everything we do.

### **POSITION SUMMARY:**

Reporting to the General Foreman, the Tool Crib Supervisor is responsible for operating and maintaining a tool crib and working closely with the labor crews on a daily basis. The Tool Crib Supervisor will receive and issue all incoming and outgoing tools while maintaining detailed documentation of all tool crib related activities. This position will be working on a rotational basis on site where camp accommodations will be provided. Rotation schedules may vary depending on the project.

### **CORE RESPONSIBILITIES & DUTIES:**

- Receive, issue, and sort a high volume of incoming and outgoing tools
- File, index, and update inventory cards and record tools received from the stockroom
- Maintain tool records using the manual system and process
- Inspect new and repaired tools and equipment to ensure they operate as required
- Process and write requisitions and checks for the repair and replacement of tools
- Prepare transmittals for the release of tools and equipment to vendor for repair
- Work closely with the Parts and Procurement Departments on ordering equipment and sending equipment for repairs
- Maintain and update inventory counts on available, in use, and damaged tools
- Perform general cleanup and maintenance as required and ensure crib materials are stored in an organized fashion
- Prepare and maintain documentation as required
- Provide recommendations for productivity, system implementations, and process improvements
- Ensure safety is top priority when performing all duties

### **EDUCATION, EXPERIENCE & SKILLS:**

- Completion of Highschool Diploma is required
- 3+ years' experience crib attending on site is required



- Experience in an inventory management role within a related field will be considered an asset
- Strong understanding of hand tools and mechanical maintenance tools is required
- Extensive experience troubleshooting and resolving issues is required
- Critical thinking and effective decision-making skills are required
- Extensive experience operating I-pads and computers is required
- Ability to work independently and as part of a team
- Ability to work under pressure
- Strong accuracy and attention to detail
- Must hold a valid driver's license
- Ensure safety is always a top priority

If you are interested in this opportunity and meet the requirements for the role, please click **Apply** and send your resume directly to **Sherri Bowles**.