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| **JOB INFORMATION** |
| **POSITION TITLE:** Working Foreperson – Warehouse **DATE:** Oct. 6th, 2021**COMPANY:** G P Roadway Solutions**DEPARTMENT:** Oahu Rentals **POSTING:** 2021 - 080**REPORTS TO:** Operations SupervisorAddress: 660 Mapunapuna St., Honolulu, HI 96819 |
| **PRINCIPAL DUTIES** |
| 1. Organizes the Rentals facilities for workplace efficiency, safety and security during the regular work week. Collaborates with Dispatchers regarding security or other facilities issues that occur when not scheduled to work.
2. Oversees warehouse operations, assigns shop work and coordinates with Dispatchers on the preparation of orders and storing/cleaning of returned rental equipment.
3. Monitor performance of the crew. Ensures that everyone is actively engaged and reports issues to supervisor.
4. Ensures that customers are greeted and assisted promptly and courteously with ‘will-call’ sales and rentals return. Assumes oversight and responsibility for returned equipment, checks for proper working order, and investigates damages. Submits appropriate reports in conformance with operational procedures and consults with the Operations Supervisor on appropriate course of action, as necessary.
5. Maintains and dispenses equipment and related items, conducts regular equipment and warehouse supply inventory, and notifies Operations Supervisor in a timely manner when supplies need to be replenished.
6. Coordinates loss prevention with Operations Supervisor through monitoring of equipment coming and going daily via Company trucks.
7. Receives material and equipment and ensures that internal paperwork related to shipping and receiving flows in a timely manner, and in accordance with established department procedures.
8. Accounts for tools and equipment and notifies Operation Supervisor when repairs/maintenance require attention; coordinates repairs/maintenance of vehicles and equipment with the Fleet Maintenance shop; maintains records of date out/date in to monitor equipment availability.
9. Recommend purchases, primarily shop supplies, for approval by Operations Supervisor, generates purchase orders for approval by Operations Supervisor, and receives goods in accordance with department procedures.
10. Takes the lead in responding to internal emergencies and assists appropriately with external incidents as the need arises.
11. May assist with preparing orders and may deliver and/or pick up items from customers or other Company locations.
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| **PRINCIPAL REQUIREMENTS** |
| 1. Community college preferred.
2. Two years’ experience in a similar operation or 3 years relevant supervisory experience.
3. Working knowledge of Word, Excel, Access, Email. Adaptable to in-house software. Keyboarding skills sufficient to complete tasks in a timely manner. 10 key helpful.
4. Excellent interpersonal and communication skills.
5. Good mathematical skills to complete daily tasks.
6. Ability to read and comprehend business and technical information and read road maps. Ability to read, interpret and explain work plans.
7. Required to work flexible hours including evenings, weekends, holidays, overtime.
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| 1. Valid Hawaii driver’s license and favorable traffic abstract
2. Must be able to meet Dept. of Transportation driver requirements.
3. Familiarity with Manual of Uniform Traffic Control Devices (MUTCD) preferred.
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Note: The above reflects essential information to describe the characteristics of the job and shall not be construed as a detailed list of all job requirements, nor shall it in any way limit the right of management to assign work or direct the work force.

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| Distribution: Paving – All Islands | Plants – All Locations | Quarry |
| Trucking | Equipment/Shop | Corp. Office |
| QC Lab | Kalaeloa |  |
| GP Roadway Solutions | GLP |  |