

QUALITY BUS & TRUCK PARTS

SHOP MANAGER POSITION DESCRIPTION

POSITION TITLE: Shop Manager

DEPARTMENT: Shop

ACCOUNTABLE TO: Owner

SUMMARY STATEMENT:

To oversee and perform all tasks related to the recycling of medium duty buses/trucks.

MAJOR AREAS OF ACCOUNTABILITY:

1. Oversee/perform all truck scrapping and tear down activity, especially parts removal for resale. This requires a knowledge of diesel engines, medium duty trucks/buses, and general mechanics. It also requires a working knowledge of shop tools and practices, as well as a willingness to learn company specific software.
2. Supervise the disposal of junk trucks/buses and all scrap materials associated with them. This includes identifying and organizing materials by type/grade. This may also include working with material recyclers.
3. Drive and maintain heavy vehicles/equipment used for pickup and disposal of trucks/buses. This includes, but is not limited to, medium duty trucks/buses, semi, flatbed, front end loader, fork lifts, skid loader, and other lifts.
4. Supervise all dismantlers and shop help, and direct daily workflow. This requires sitting in a weekly meeting and leading a daily meeting.
5. Oversee shop organization, cleanup, maintenance, and regulations. This includes monthly training/certification for all dismantlers/shop help.
6. Perform other duties, as assigned by the Owner. These may include organizing the warehouse, delivering parts, performing general maintenance, etc.
7. Suggest improved methods and practices for the business operations when experience and common-sense dictates.

QUALIFICATIONS:

- Must be 21 years of age or older.
- Preferably Class A driver's license but will consider Class B.
- DOT physical and drug screening are mandatory.
- Knowledge of heavy/medium duty vehicles and diesel engines required.
- Must have own tools.
- 5+ years of diesel shop experience

TO APPLY: Send resumes to parts@qualitybt.com or mail to:
Quality Bus & Truck Parts, Attn: Jobs, 16174 149th St. Big Lake MN 55309

*All applications will be reviewed, but all applicants may not be interviewed. You will be notified if you are selected for an interview.