



Founded in 1916, Lakehead Constructors, Inc. is a leading construction company in the Twin Ports and Iron Range, providing high-quality construction, management and building services to a wide variety of industries in the Upper Midwest region. With one of the most diverse portfolios in the area, Lakehead specializes in industrial construction, including institutional and commercial, mining and steel, oil and gas, power generation and railroad. Founded on a mission of safety, quality, service and innovation, Lakehead employs a highly skilled, flexible workforce with a passion for providing the highest quality service.

If you enjoy a fast-paced work environment that offers a wide variety of challenging work, and you have a passion for safety, quality, service and innovation, make Lakehead Constructors, Inc. your next career move. With an opportunity to be a part of a highly skilled construction team and the ability to work on a diverse portfolio of projects, Lakehead offers competitive wages and vacation, as well as an excellent benefit package including health, dental, and retirement.

Lakehead Constructors, Inc. is seeking an experienced Warehouse Manager to join our company. The ideal candidate will be self-driven and strive for continuous improvement in a complex and dynamic work environment. The Warehouse Manager supervises, and coordinates activities of warehouse workers involved with ordering, receiving, storing, inventorying, issuing, and delivering materials, supplies, tools, equipment, and parts, in warehouses, or storage yards with other duties that may be assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned.

- Coordinates layout of warehouse, and other storage areas, considering frequency of use, size, weight, and other related factors of items stocked.
- Coordinates and assists the operation of warehouse and equipment storage areas.
- Advises warehouse employees on condition, use, and location of items received, stored, and shipped; methods and use of equipment used in handling, storing, maintaining, and transporting tools, equipment and materials.
- Utilizes computer and software to create, manage and track warehouse-related activities.
- Creates, maintains and reviews records on tools and equipment and recommends replacement/repair or recertification as indicated or required.
- Reviews records for accuracy of information and compliance with established policies and procedures, and to determine adequacy of stock levels.
- Traces history of items to determine reasons for discrepancies between inventory and stock control records and recommends remedial actions to resolve discrepancies.
- Ensures small tools are in good working order. Provides direction and guidance to warehouse workers to ensure inspection procedures are communicated and followed.

- Determines work procedures, prepares work schedules, and expedites workflow for warehouse workers.
- Set-up and coordinate tool and equipment delivery and pickup to/from jobsites.
- Purchases small tools and consumable items stocked in the warehouse.
- Issues purchase orders, completes tool acquisition forms, assigns identification numbers, and enters new purchases into computer inventory.
- Reviews warehouse requisition forms for completeness and accuracy. Provides guidance and direction as needed to ensure compliance with company procedures.
- Operates forklift, overhead crane and other material moving equipment as needed.
- Assigns duties and monitors warehouse activities for exactness, neatness, and conformance to policies and procedures.
- Studies and standardizes procedures to improve efficiency of warehouse operations.
- Maintains/promotes cooperation and teamwork among workers and resolves grievances.
- Prepares composite reports/records from individual paperwork/records.
- Ensure warehouse and storage areas are organized, secure and free from hazards.
- Supports and promotes Safety and “Zero Injury” initiatives. Ensures completion of daily pre-task cards, daily safety meetings. Address safety hazards and violations.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: High school diploma or general education degree (GED); or one to three years related experience and/or training; or equivalent combination of education and experience.

Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to communicate effectively with customers, vendors and employees of organization.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole number, common fractions, and decimals. Ability to compute rate, ratio, and percent.

Computer Skills: Ability to operate personal computer. Ability to learn software systems utilized by the warehouse to perform essential duties.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variable in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or schedule form.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use their hands to finger, handle,

or feel objects, tools, or controls; reach with arms and hands; and talk or hear. The employee is frequently required to climb or balance. The employee is occasionally required to stand; walk; sit; and stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 25 lbs.; frequently lift and/or move up to 50 lbs; and occasionally lift and/or move up to 100 lbs. (Individual lifting of >50lbs is discouraged and requires the use of additional personnel and/or equipment). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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.

While performing the duties of this job, the employee frequently works near moving mechanical equipment and with a variety of handheld mechanical tools and equipment. The employee occasionally works in high, precarious places and in outside weather conditions and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, and vibration.

The noise level in the work environment is usually low to moderate.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of this position. The essential duties and responsibilities of this job may also be modified to provide suitable, gainful employment to those individuals who have been released to return to work with temporary or permanent restrictions.