



Parts and Service Assistant Mass Excavation, Inc.

Mass Excavation, Inc. currently has a **Parts and Service Assistant** position available in Anchorage. MassX is a civil construction company that value hard work and loyalty. We strive for safety and excellence in not only how we deliver our projects but also how we treat our staff. If a career at Mass X sounds interesting to you, please read on!

Qualifications and Experience:

- Honesty, Integrity, Character, these are required to work in our team. We do not tolerate dishonesty
- High School Diploma or equivalent preferred
- Construction Industry experience
- Well versed in Cat, Hitachi, Volvo, John Deere, and some Heavy truck and trailers
- A class A CDL with a HAZ MAT endorsement would be a plus but not required
- Clean driving record
- Operational experience with the Microsoft suite of programs

Abilities:

- Able to lift 50 lbs
- Must be dependable, punctual and have strong work ethic
- Solid understanding of scheduling, resource allocation, equipment capabilities, and cost management
- Ability to work under pressure and stressful situations
- Strong communication and service skills
- Team-oriented and able to maintain cooperative working relationships with staff, owners, community members and organizations
- Quick self-starter, Attention to detail, self-motivated, multi-tasker, must be willing to work outside and not be afraid to get dirty

Responsibilities:

- This position will work in the shop and occasionally in the field
- We work strange hours and overtime when required, job success is our goal through team work and collaboration
- This person will communicate with the Dir. of fleet, Fleet coordinator, Master Mechanic, and the Logistics Coordinator, they will report to the fleet coordinator and ultimately to the Dir, of Fleet
- Equipment parts, maintenance, and repair
- Help maintain Hourly services paperwork and filing
- Oil Sample entry
- Performs other responsibilities associated with this position as may be appropriate
- Need to have a clear understanding of Excel, Microsoft word, etc
- Help maintain the parts area in order

This position is non-union. This is a full-time position (40+ hours/week - some evenings and/or weekends) We offer competitive salary (DOE) and benefits.
EOE & drug free workplace. E-Verify.

A resume and cover letter may be submitted to claudiarv@davisconstructors.com

Mass Excavation, Inc. provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Mass Excavation, Inc. complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. We strongly encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings.