



EXCAVATION, INC.

Shop Expediter – Anchorage- Local Applicants Only

The Expediter will perform a wide variety of functions in support of staff and projects. Must have a positive attitude. Full Time position (40-50 hrs/wk- Some evenings and/or weekends required).

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Drive a 1 ton or better flatbed truck and trailer to deliver construction supplies, tools and small equipment
- Drive a pilot truck and assist with equipment moves, will train
- Pick up and deliver parts, also general office errands
- Interface, professionally and positively
- Assist staff with various projects as needed
- Outside maintenance /snow removal
- Operating a variety of equipment
- Ability to prioritize and know how to deal with several “bosses”

Qualifications

- Able to lift 50 lbs
- Must be dependable , punctual and have strong work ethic
- Valid Driver’s License with clean driving record- CDL preferred
- Must be able to obtain a DOT Medical Card - can be acquired on the job
- Must be able to obtain Department of Defense access (base pass)
- Must be able to obtain ATSSA Registered Flagger certification, will train
- High School Diploma or equivalent preferred
- Related experience
- Ability to work under pressure and stressful situations with diverse groups and maintain cooperative working relationships with staff, owners, community members and organizations
- Strong communication skills, attention to detail, self motivated, multi-tasker, must be willing to work outside and not be afraid to get dirty

OTHER INFORMATION

Occasionally required to work on a ladder/Frequently lift and/or move up to 35 pounds /occasionally lift and/or move up to 50 pounds. E-Verify employer - EOE & drug free workplace: all qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, age, physical disability, sex, or marital status. Pre-employment and random drug testing is required. CDL not required. Applicant must pass a Fit for duty test. This job description is not intended to represent a complete, comprehensive list of all duties and responsibilities that may be required in this position. There may be unplanned activities and other duties as assigned.

Email one page resume and cover letter to craigw@massexcavation.com

Compensation: DOE