



**Job Title:** Asset and Resource Manager

**Reports to:** Director of Operations

**Job Summary:** The Asset and Resource Manager manages the daily allocation of Hemm's assets and resources to deliver on project requirements in a consistent, efficient and timely manner. They also plan personnel and asset applications to ensure industry leading asset management system is achieved and create, nurture and improve vendor relationships to ensure Hemm's receives best possible pricing and service.

**Key accountabilities:**

- Acts as the point of contact for field personnel capacity planning and ensure Hemm's strategic staffing plan is achieved.
- Oversees and approves PTO requests for Field Staff to ensure effective management of project scheduling needs.
- Verifies and signs off on timesheets for Field Staff checking daily time and attendance system to verify.
- Collaborates with Project Management team on daily and weekly schedules for effective field staff and

equipment usage.

- Receives and acts on communication from Field Staff when equipment is faulty and requires replacement or repair.
- Monitors sign out and return of personal tool allowance at point of hire and termination and continuously spot checks personal equipment as necessary.
- Monitors the state of company trucks; to include cleanliness, general operating and servicing.
- Collaborates with Fabrication and Warehouse Technical Leader on truck, equipment and special tools

scheduling.

- Negotiates pricing for company equipment and service suppliers to leverage buying power and maximize capital investment capability.
- Maintains schedule for truck and lift service, preventative maintenance and all required annual inspections.
- Leads the development of automating asset management processes and procedure company-wide to

increase efficiency and reduce cost.

- Attends industry shows and trade fairs to keep abreast of industry trends and develop relationships
- Oversees and operates within a predetermined tooling and equipment budget.

### **Asset and Resource Manager - Qualifications**

- 2-3 years in similar position preferred
- High school math required. College-level math preferred.