



Hook'd Up Services is seeking a diligent shop foreman to oversee the day-to-day operations of our Schulenburg, Texas Facility. In this role, you will supervise and manage shop personnel, oversee the maintenance and repair of equipment, and ensure the safety and efficiency of shop operations. You will also be required to manage and maintain inventory of equipment and shop supplies. You will coordinate daily with the Operations Manager to manage employees work schedules and tasks while they are at the shop. To ensure success as the shop foreman you should be highly organized and have excellent communication skills.

Job Title: Shop Foreman

Reporting Location: 150 East Avenue, Schulenburg, Texas

Reports To: Operations Manager

Primary Purpose: Supervise and manage daily activities of equipment repair, maintenance, and operation to ensure proper performance, safety, and readiness to be used on projects as well as always maintaining cleanliness and organization of the shop.

Responsibilities:

- Supervising and managing employees while they are working at the shop.
- Managing equipment repair and maintenance schedules.
- Routinely inspect all equipment to ensure proper safe operation and readiness for work.
- Maintain and enforce an equipment "red tag/green tag" program to keep broken equipment out of use and repaired in a timely manner.
- Working with the Operations Manager to coordinate employee work schedules at the shop.
- Enforcing safety regulations and protocols at the shop.
- Meeting with management to deliver feedback and develop work optimization strategies.
- Implementing strategies to optimize workflow and operational efficiency.
- Ensuring that all equipment and machinery are properly operated and maintained.
- Monitoring inventory levels and replenishing supplies as needed.
- Oversee that the shop is always clean, grass mowed, and weeds sprayed.
- Performing administrative tasks such as updating Equipment Status Worksheets, submitting credit card receipts, and filling out Shop Daily Logs.
- Help conduct annual inventory of physical equipment and supplies.
- Coordinating and managing shipping and receiving of rental equipment and properly filling out "Bill of Lading" paperwork.
- Perform any other task within reason that may be assigned my management or the Operations Manager when needed.

**Requirements:**

- Valid Driver's License
- Be able to pass a DISA background check and drug test.
- Proficiency in MS Excel and Word.
- Good knowledge of equipment operation, diagnostics, and repair techniques.
- Some knowledge of pipeline integrity and maintenance equipment and operation.
- Good knowledge of applicable safety regulations and procedures.
- Excellent verbal and written communication skills.
- Strong leadership and personnel management abilities.
- Good time management and problem-solving skills.
- Able to work Monday through Friday 7am – 4pm (full time 40 hours/week) with a willingness to work adjusted hours if needed for a specific task.

How To Apply:

- Go to our website at www.Hookdupservices.com/Hiring
- Fill out your contact information
- Provided some basic information about your skills and work history
- Attach a current resume
- Submit the form and an HUS representative will contact you to discuss further details and/or to setup an interview.