

Operations & Warehouse Manager
McCormick's Heating & Air Conditioning – York, NE

We are hiring one person to own inventory, procurement, fleet standards, and warehouse operations so our crews can focus on billable work.

This is a hands-on operational control role. You will build systems, enforce standards, and eliminate material chaos. If you are highly organized, mechanically inclined, and take pride in structure and accountability, this role is for you.

Position Objective:

- No lost parts
- No missing equipment
- No stockouts
- No morning scrambling
- No disorganized warehouse
- No uncontrolled fleet

You are accountable for operational readiness - Reducing lost field time due to material mismanagement - directly impacting field productivity and company gross margin.

Core Responsibilities

1. Inventory Control & Warehouse Management

- Own all parts and equipment inventory
- Implement and maintain min/max stock levels
- Maintain labeled bin and warehouse location system
- Conduct weekly cycle counts and quarterly full counts
- Track and report inventory shrinkage
- Maintain truck stock standards and restock program
- Separate and control stock, project material, warranty, returns, and scrap
- Design and maintain clean, organized warehouse layout
- Eliminate dead and obsolete inventory

2. Procurement & Vendor Management

- Proactively order parts and equipment
- Review awarded projects and build procurement schedules
- Track long-lead equipment and flag risks early
- Confirm submittal approvals before equipment release
- Track open POs and delivery ETAs
- Negotiate vendor pricing when appropriate
- Maintain preferred vendor list and pricing database
- Compare estimated vs actual material costs

3. Delivery Inspection & Equipment Control

- Open and inspect all deliveries (no unopened boxes)
- Verify equipment matches specifications and submittals
- Check for damage and process claims immediately
- Log serial numbers by job
- Register equipment with manufacturers
- Track warranty periods and warranty claims
- Process returns efficiently

4. Daily Crew Staging & Job Readiness

- Pre-stage materials for crews each morning
- Ensure project materials are job-labeled and separated
- Deliver equipment to warehouse and job sites as needed
- Reduce lost field time due to missing materials

5. Project Documentation Support

- Maintain organized digital and physical job folders
- Track packing slips and delivery tickets by job
- Print, laminate, and distribute updated drawings and addenda
- Maintain equipment and closeout documentation logs

6. Fleet & Vehicle Management

- Schedule and track preventative maintenance
- Monitor mileage and service intervals
- Maintain DOT compliance documentation
- Enforce truck cleanliness and inventory standards
- Conduct routine truck inspections
- Track fuel usage trends and vehicle damage logs

7. Tool & Asset Management

- Maintain shared tool inventory
- Implement tool sign-out tracking
- Manage tool repair and replacement
- Conduct annual tool audit
- Track consumables and calibration where required

8. Shop & Facility Oversight

- Maintain organized, professional shop appearance
- Ensure printers and plotters are stocked and maintained
- Maintain PPE inventory and safety supplies
- Ensure building security and lock-up procedures

Requirements (Non-Negotiable)

- Strong proficiency in Excel or Google Sheets
- Comfortable reading blueprints and technical documentation
- Strong mechanical aptitude
- Clear and professional communication (phone and email)
- High attention to detail
- Comfortable enforcing standards with field staff
- Forklift capable
- Able to load and unload heavy equipment
- Able to work on shop floor daily, collaborating with our Shop Manager/Fabricator (not a desk-only role)

Preferred

- Commercial HVAC experience
- Experience with inventory systems
- Experience in warehouse or operations management

What This Role Is

- Operational
- Systems-driven
- Process-focused
- Detail-oriented
- Accountable

Compensation & Benefits

- Pay: **\$26-30 per hour** (based on experience)
- 401(k): Company match up to 3%
- Paid Time Off (PTO)
- Full-time, Monday–Friday
- In-office position