

## CAREERS

### Shop Helper

The Shop Helper – Tools & Equipment is an entry-level position within the Coron Equipment Shop, supporting the safe and efficient operation of tools and small construction equipment across JEN COL Construction projects. This role focuses on inspecting, cleaning, maintaining, and tracking tools and equipment while supporting daily shop operations.

The successful candidate will work alongside and take direction from Equipment & Tool Rental Coordinator and the Coron Equipment Team, assisting senior shop personnel and learning established equipment and maintenance processes. This position is intended as a foundational role with growth potential into Equipment & Tool Rental Coordinator or Equipment Foreman positions.

### Qualifications

- Strong mechanical aptitude and interest in tools and equipment
- Able to work on several types and brands of tools and equipment typical in an equipment rental shop
- Ability to safely use hand tools and power tools
- Basic understanding of construction environments and workflows
- Good problem-solving and troubleshooting skills
- Ability to follow procedures, instructions, and safety requirements
- Reliable, punctual, self-motivated, and safety-focused
- Ability to work independently and as part of a team
- Clear verbal communication skills
- Computer literate with experience using Microsoft (Outlook, Word, Excel, Teams, SharePoint)
- Motivated to learn new skills and willing to accept training

### Education & Licenses

- High school diploma or equivalent preferred
- Valid Class 5 driver's license with an acceptable driver's abstract
- First Aid, WHMIS, or other safety training is an asset (or willingness to obtain)

## Experience

- 1–2 years of experience in construction, shop work, mechanical work, or a related field
- Experience as a labourer, shop helper, or trade helper is considered an asset

## Functional Responsibilities

- Inspect, clean, and perform basic maintenance and repairs on hand tools, power tools, and small construction equipment
- Identify damaged or unsafe tools and follow established red-tag and repair procedures
- Assist with preparing, organizing and transferring tools and equipment between job sites and the Coron Equipment Shop
- Support work order creation, tracking, and closure for repairs and maintenance (training provided)
- Maintain accurate equipment status (active, down, under repair) in company systems
- Keep the shop and yard clean, organized, and compliant with safety standards
- Assist senior shop personnel and the Coron Equipment Team with daily operational tasks as assigned
- Communicate clearly with internal teams regarding tool availability and repair status
- Follow all company Health, Safety, and Environment policies and procedures

## Working Conditions

- Work is primarily performed in a shop and yard environment (80% Shop/Yard, 20% Office admin)
- Regular exposure to construction tools, equipment, noise, and varying weather conditions
- Physical requirements include lifting, carrying, bending, standing, and working with tool

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