J. G. Boswell Company  
California Operations  
Shop Assistant Manager

Department: Paul Athorp Shop  
Reports To: Shop Manager  
Location: Corcoran Ranching  
FLSA Status: Salaried – Exempt

**SUMMARY**
This person would assist the Shop Manager in the operation and management of the ranch equipment shop in Corcoran. The shop has 6 departments and a staff of 95 full-time employees. This position exists to support overall shop and ranching operations. Successful candidate will be able to ensure that the execution of the shop priorities and workflow is in sync with the operational priorities of the farm. This includes but is not limited to weld procedure development, quality control, fabrication and design projects, hydraulic system analysis and design, in-house technical assistance and training. This individual will manage all engineering projects and maintenance requirements as needed, for the entire Paul Athorp Shop.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** include the following. Other duties may be assigned.

- Assist the manager to oversee all repair and maintenance activities assigned to the shop.
- Develop maintenance procedures & programs for all classes of equipment across the shop.
- Assist manager with the supervision of all shop employees. Supervision may include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems that may occur in the workplace.
- Design and draw, with AutoCAD & Solid Works, various modifications and new additions to any and all equipment serviced by the shop. This includes design calculations and understanding strength & materials.
- Use computer programs to prepare financial reports and to access and analyze operational data about shop activities to improve efficiency and manage costs.
- Assist manager in improving the shop’s safety and environmental programs.
- Assist department supervisors with quality control, design and layout of many types of repairs & projects.
- Assist mechanics with troubleshooting and repairs of mechanical drive systems, hydraulic systems and other systems on a wide array of agricultural machines.
- Drive to the field and work independently to do many of the above tasks.
- Report to work in a timely manner ready, willing, and able to perform the essential duties of the job.
- Work between 45 and 60 hours per week and possibly 12 days on 2 days off as needed to support shop and field operations.
QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience
- Bachelor’s Degree in ASM or BRAE or equivalent based on experience.
- Ability to read and understand hydraulic and electrical schematics.
- Demonstrated knowledge with AutoCAD and Solidworks.
- Demonstrated knowledge of proper layout and weld design for complex fabrication projects.
- Demonstrated knowledge of industrial agricultural equipment and processes.
- Work experience or internship related to mechanics, fabrication, or engineering is desired.

Licenses, Certificates
- Valid current California Drivers' license, with less than two points, required before hire and continuously while employed.

Language, Communication, and Mathematical Skills
- Be able to read, write and speak in English; knowledge of Spanish is desired.
- Be able to read and interpret documents such as safety and other government regulations, operating and maintenance manuals, hydraulic and electrical schematics and dimensioned technical drawings.
- Be able to take verbal and written direction from supervisors and effectively communicate back.
- Be able to deliver effective verbal and written directions to subordinates.
- Be able to complete detailed reports and other technical and financial documents for management and others.
- Be able to effectively present information to top management, public groups, and/or board of directors.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Other Skills
- Be able to work as part of a team and independently.
- Be able to work well with supervisors, coworkers and subordinates.
- Be observant, organized, and detail oriented.
- Must function well in a fast-paced environment.
- Must have desire and ability to learn.
- Must work in a safe manner following all rules, guidelines and company policies.
- Must report to work in a timely manner ready, willing and able to perform the essential duties.
Physical Demands
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee is required to be able to perform physical activities that require the use of arms, legs, whole body, such as climbing, crouching, bending, lifting and pushing.
- The employee is required to frequently stand, walk, bend and twist at the neck/waist. They must also be able to repetitively use their hands including simple/power grasping and fine manipulation including reaching above/below their shoulders.
- The employee must be able to occasionally sit, squat, climb, kneel and crawl.
- The employee must be able to occasionally lift and carry up to 75 pounds.

Work Environment
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts; fumes or airborne particles; and toxic or caustic chemicals.
- The noise level in the work environment can be medium to loud.
- Expect an average number of hours per year to be approximately 2,400.

Send application to Yury Lopez; ylopez@jgboswell.com
**PHYSICAL JOB DUTIES**

**POSITION TITLE:** Assistant Shop Manager

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>NEVER 0 HOURS</th>
<th>RARELY 1-3 HOURS</th>
<th>OCCASIONALLY 3-5 HOURS</th>
<th>FREQUENTLY 5-10+ HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>(HOURS PER DAY)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sitting</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Walking</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Standing</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Bending (neck)</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Bending (waist)</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Squatting</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Climbing</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Kneeling</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Crawling</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Twisting (neck)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Twisting (waist)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Is repetitive use of hands required?

Simple Grasping (Hands)  
Power Grasping (Hands)
Fine manipulation (Hands)
Pushing & Pulling (Arms)
Reaching (Above shoulder level)
Reaching (Below shoulder level)

*During certain times of the year we require hours in excess of normal shift. Employee is expected to work as long as it takes to finish the job.*

<table>
<thead>
<tr>
<th>WEIGHT (lbs)</th>
<th>LIFTING</th>
<th>CARRYING</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>NEVER 0 HOURS</td>
<td>RARELY 1-3 HOURS</td>
</tr>
<tr>
<td>0-10</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>11-25</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>26-50</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>51-75</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>76-100</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>