



## Job Announcement

Huwa Enterprises is a nationally renowned land reclamation and restoration company, that has successfully reclaimed over 2.2 million acres of land across 43 states in the US. We use innovative approaches based in science and environmentally sound practices in our work, and we continue to innovate as we partner with clients in specialty areas such as land reclamation, renewable energy, civil infrastructure, and natural disaster recovery, all using the most advanced tools in science and technology to do so.

We are seeking an individual to join our company to serve as the Service Writer in our shop at our headquarters in Keenesburg, Colorado. The Service Writer position is described below.

**Position:** Service Writer

**About this Role:** Service Writer will receive and track work orders for the shop and prioritize the workflow for the shop so that mechanics know which are the most pressing projects and how to schedule their repair work. This position will also work in collaboration with the Shop Manager to coordinate with superintendents and foreman to communicate progress and anticipated timelines for repair and restoration of any vehicle or piece of equipment to the available fleet. Service Writer will manage the parts and supplies acquisition and inventory, as well as manage and utilize the warranty process for any vehicle or piece of equipment which may be under warranty coverage.

**Reports to:** Designated Supervisor

**Classification:** Exempt

**Key Duties/Responsibilities:**

- Plans out work and develops, implements, and maintains systems for logging and tracking shop repair work;
- Schedules workflow and assists to coordinate the shop capacity by assigning work based on staff and their skill levels;
- Working with the Shop Manager, determine if any mechanical work should be handled externally if appropriate personnel or capacity is unavailable within the company shop, and act as a liaison for scheduling and monitoring that work;
- Primary internal contact to communicate with employees and company leadership regarding work in progress and expected completion timelines;
- Ensure internal employees have proper training regarding how to properly complete work request for service work on company vehicles and equipment;
- Create and maintain vehicle and equipment records by logging and tracking problems and corrective action for repair;
- Assist with FHMSA/ DOT regulatory requirements and reporting as needed;
- Manage and insure full utilization of any warranties that are in effect for any vehicle or piece of equipment in the companies fleet;
- Minimize cost by utilizing sound work practices and project planning and management processes;
- Create and keep current an inventory control system for shop parts and supplies, including managing purchases and returns;
- Research, identify and create purchase agreements with supply vendors that will support quality maintenance at effective pricing;
- Complete part and supply pick ups from various vendors and deliver to job sites if necessary;
- May be assigned other duties in addition to or in lieu of those described above, and any duties or responsibilities are subject to change at anytime based on the business and operational needs of the company.

**Knowledge, Skills and Abilities Necessary:**

- Ability to work as part of a team;
- Excellent communicator, both written and verbal. Ability to effectively communicate technical mechanical concepts;
- Willing to stay current by updating job knowledge by participating in manufacturers training and staying current and abreast of their publications;
- A self-starter with initiative to create effect work systems and inventory structures within the service department;
- Ability to analyze data, synthesize information and create and deliver professional presentations;
- Intermediate proficiency in MS Word, Outlook, Excel, and Internet searching;
- Proficient in text messaging and phone use, as well as online video conferencing options.

**Work Environment:**

While performing the duties of this Job, the employee is regularly exposed to indoor shop/ outdoor weather conditions. The employee is frequently exposed to work near moving mechanical parts and vibration. The employee is occasionally exposed to wet or humid conditions (non-weather), fumes or airborne particles; toxic or caustic chemicals, extreme cold (non-weather) and extreme heat (non weather). The noise level in the work environment is usually loud.

**Physical Demands:**

The employee must regularly lift and /or move up to 30 pounds and occasionally lift and/or move up to 50 pounds. While performing the duties of this job, the employee is regularly required to sit for desk work and frequently stand and walk within and throughout the shop and yard. Employee will have responsibility to grab, lift and move automotive parts and supplies on shelving in the inventory room and throughout the shop. This will occasionally require crouching, kneeling, bending, stooping, and crawling, both on ladders and the ground. Employee will need manual and visual ability to operate a computer/keyboard, as well as the ability to talk, listen, reason, analyze and communicate effectively. Employee must be able to operate a motor vehicle.

**Anticipated Salary and Benefits:**

- Hiring Salary Range: \$64,000 - \$72,000
- Benefits: Huwa Enterprises offers a comprehensive benefit package which includes a wide array of valuable benefit options for health, dental, vision, life and EAP (employee assistance program), in addition to many optional benefits including such things as accident, hospital indemnity, legal, pet insurance and others.

**To Apply:**

Please complete the application as linked on our careers page at [Careers – H2 Enterprises](#). This position will remain open until filled and reviews of applications of qualified applicants will begin as received.

**Huwa Enterprises is an Equal Opportunity Employer:**

*It is the Company's policy to provide equal employment opportunities for all applicants and employees. The Company does not unlawfully discriminate on the basis of actual or perceived race, color, religion, religious creed, sex, pregnancy, gender, gender identity, gender expression, national origin, ancestry, citizenship, age, physical or mental disability, legally protected medical condition or information (including genetic information), family care or medical leave status, military caregiver status, military status, veteran status, marital status, domestic partner status, sexual orientation, status as a victim of domestic violence, sexual assault or stalking, enrollment in a public assistance program, engaging in protected communications regarding employee wages, requesting a reasonable accommodation on the basis of disability or bona fide religious belief or practice, or any other basis protected by local, state, or federal laws. Consistent with the law, the Company also makes reasonable accommodations for disabled applicants and employees; for pregnant employees who request an accommodation with the advice of their health care providers, for pregnancy, childbirth, or related medical conditions; for employees who are victims of domestic violence, sexual assault, or stalking; and for applicants and employees based on their religious beliefs and practices.*