Fairbank
CONSTRUCTION COMPANY

FIELD ASSET MANAGER

For almost 50 years, Fairbank Construction has earned the ranking as one of Puget Sound's premier construction companies. We have grown a group of highly skilled professionals embodying integrity, excellence, and passion for building exceptional structures that exceed the expectations of our valued clients. Our team works together towards a common goal; we are committed to our work, our clients, and to each other.

Job Description

Fairbank Construction Company is hiring a hands-on and highly organized Field Asset Manager to oversee our tool and equipment inventory, manage our fleet, and ensure our field operations run smoothly and safely. This role blends logistics, maintenance, purchasing, and field support—and is integral to our team's efficiency and success. We're looking for someone who thrives in a fast-paced environment and brings a solutions-first mindset, even when juggling multiple moving parts.

This is a fantastic opportunity for someone with construction industry experience—or someone who's eager to grow into the role—to make a measurable impact every day. This position is expected to be 50% billable, with the opportunity to supplement hours with field work as needed.

Responsibilities

Shop, Tools, Equipment & Supplies Management:

- Manage tool rental process: inventory, cost tracking, and process enforcement
- Maintain an organized, safe, and accessible tool and equipment storage facility
- Inspect returned tools, perform or initiate necessary repairs, and order parts
- Track tool usage across field crews and prepare monthly rental tool invoicing
- Procure and distribute PPE and general field supplies
- Purchase and retire tools based on need and lifecycle
- Coordinate and support company events held at the shop
- Handle dump runs and material deliveries as needed

Fleet Management:

- Manage tool rental process: inventory, cost tracking, and process enforcement
- Maintain an organized, safe, and accessible tool and equipment storage facility
- Inspect returned tools, perform or initiate necessary repairs, and order parts
- Track tool usage across field crews and prepare monthly rental tool invoicing
- Procure and distribute PPE and general field supplies
- Purchase and retire tools based on need and lifecycle
- Coordinate and support company events held at the shop
- Handle dump runs and material deliveries as needed

Minimum Qualifications

- Have a strong knowledge of tools and repair practices.
- Strong work ethic and willingness to learn.

- Detail-oriented and well organized.
- Computer proficiency or willingness to learn.
- Excellent communication.
- Self-starter leads by example.

Education | Experience

- High School Diploma
- Valid driver's license with acceptable motor vehicle record

Work Environment | Physical Demands

- Must be able to lift up to 50 pounds overhead
- Stressful at times due to deadline demands
- May require a combination of sitting, standing, walking and climbing
- Requires working in outdoor work environments, including in inclement weather
- Requires working in areas containing large moving equipment or near moving vehicular traffic
- Work environment may also contain dust, noise, entry into confined spaces, work at elevated locations, and/or locations where hazardous chemicals are stored or handled
- Requires use of personal protective equipment, including hard hats, gloves, protective eyewear, fall protection, respiratory protection, or other specialized protective apparel

Personal Attributes

- A desire and proven ability to provide outstanding customer service
- Humble–great team players lack excessive ego or concerns about status
- Hungry–aggressively pursues goals
- Smart–emotionally smart, that is, in interactions with others

Compensation and Benefits

This is a part-time (approx. 25-30 hours/week), non-exempt position, Monday-Friday that could develop into a full-time position. Fairbank Construction is an Equal Opportunity Employer.

- The salary range for this position is $24-28 per hour
- 7 Paid Holidays per Year (plus Veteran's Day if you are a military veteran)
- PTO 2 weeks of paid time off per year for sick, vacation and personal time, up to 4 weeks with years of service (pro-rated for part-time status)
- Paid Bereavement Leave
- 401(k) Plan with employer match
- Health, dental, vision, accident, and life insurance after 60 days for an employee working at least 20 hours per week
- Health Savings Account

How to Apply

Applications accepted until the position is filled. Please send cover letter and resume to: hr@fairbankconstruction.com or visit our website and click on Contact us, Employment Opportunities. No phone calls please; only applicants selected for interviews will be contacted.