

**Job Title:** Construction Shop Assistant / Driver

**Location:** 5555 W Park Ave., St. Louis, MO 63110

### Company Overview

Boyer Fire Protection is a leading fire protection and sprinkler contractor dedicated to providing top-notch services for a safer environment. With a strong commitment to quality, safety, and customer satisfaction, we are seeking a reliable Construction Shop Assistant / Driver to support our operations team and help ensure materials, tools, and equipment are efficiently managed and delivered to job sites.

### Position Overview

The Construction Shop Assistant / Driver supports shop operations and field teams by managing deliveries, maintaining inventory, assisting with light fabrication, and ensuring tools and equipment are organized and available for project needs. This role works closely with the Shop Manager and field staff to help maintain efficient shop operations and support project execution.

### Key Responsibilities

- Perform daily deliveries and pickups between the shop, vendors, and construction job sites.
- Deliver materials, tools, and equipment to job sites as needed.
- Assist with inventory management, including stocking bins and shelves.
- Work with the Shop Manager to monitor inventory levels and support purchasing needs.
- Ensure materials and equipment arrive at job sites on schedule.
- Track and manage tools and equipment being distributed to field personnel.
- Maintain tools and equipment to ensure they remain clean, organized, and in working condition.
- Keep the shop organized, safe, and operating efficiently.
- Load and unload trucks and trailers.
- Perform light fabrication including cutting, threading, and grooving pipe.
- Assist with general building and shop maintenance.
- Operate a forklift when necessary.
- Respond to shop-related emails and phone calls in a timely manner.
- Support shop operations by identifying opportunities for improved organization or efficiency.
- Perform other duties as assigned.

### Qualifications

- High School Diploma or GED required.
- Valid state driver's license required.
- Ability to pass a drug screen.
- Experience working with tools is strongly preferred.



- Familiarity with piping materials and equipment is preferred.
- Mechanical aptitude is a plus.
- Ability to manage multiple tasks efficiently and work in a fast-paced environment.

### Physical Requirements

- Standing and walking for extended periods of time
- Lifting and carrying materials, tools, or equipment up to 75 lbs.
- Reaching, climbing, and working in a shop or warehouse environment
- Loading and unloading materials from trucks and trailers

### Work Schedule

- Typical schedule: 40–50 hours per week
- Must be available for occasional emergency deliveries during evenings or weekends

### How to Apply

Interested candidates should send their resume and cover letter to [hr@boyerfire.com](mailto:hr@boyerfire.com) or fill out the form [here](#).

*Boyer Fire Protection is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.*

### Benefits

Health Insurance, HSAs and FSAs, Dental & Vision Insurance, Life Insurance, 401(k) with Company Match, Profit Sharing, Paid Time Off (PTO), Professional Development, Referral Program, and more.

