



Legacy Mechanical, Inc. is seeking an experienced Warehouse Assistant to join the team!

WHAT WE DO

Legacy Mechanical, Inc. is a leading mechanical contractor based in Denver, CO, delivering innovative solutions since 2004. We specialize in plumbing, sheet metal, hydronics, 24-hour service, and fabrication for construction projects ranging from small retrofits to large downtown high-rises. Recognized as a *2025 Best Places to Work* and *Top 10 Colorado Mechanical Contractor* by the Denver Business Journal, we take pride in our commitment to excellence. We currently employ 100 people but have seasonally spiked to 195 with an annual revenue of \$30 million. Learn more at www.legacy-mechanical.com.

THE OPPORTUNITY

The Warehouse Assistant supports daily warehouse operations including tool management, asset tracking, fleet coordination, shipping and receiving, and overall warehouse organization. This role ensures that materials, equipment, and tools move efficiently through the warehouse and to field teams while maintaining accuracy, safety, and high service levels. The Warehouse Assistant may also assist with occasional deliveries and onsite support as required.

WHAT YOU WILL BE DOING

Tool Orders & Inventory Support

- Fulfill daily tool and equipment orders for field teams and internal departments.
- Maintain accurate tool inventory through established check-in/check-out processes.
- Inspect returned tools for damage, missing parts, or maintenance needs.
- Coordinate repairs or replacements for tools and small equipment.
- Keep tool storage areas organized, labeled, and optimized for efficient retrieval.

Asset Management

- Assist with tracking company assets (tools, equipment, serialized items) using asset management software or logs.
- Conduct routine audits to ensure accurate records of asset location, status, and condition.
- Prepare, tag, barcode, and document new assets for deployment.
- Maintain accurate digital/physical records for all asset assignments and movements.

Fleet Management Support

- Assist with vehicle scheduling, check-out, and returns for the company fleet vehicles.
- Perform routine vehicle inspections for cleanliness, mileage, and damage.
- Report maintenance needs and assist with scheduling service appointments.
- Maintain fleet -related documentation, including registration, insurance, and inspection logs.

Shipping & Receiving

- Receive incoming deliveries; verify quantities, inspect for damage, and record all materials accurately.
- Prepare outgoing shipments, ensuring proper packaging, documentation, and carrier coordination.
- Stage materials for pickup or jobsite delivery.
- Maintain accurate and timely shipping/receiving logs.

Warehouse Organization & Cleanliness

- Maintain clean, safe, and efficient warehouse at all times.
- Organize material and tool storage areas according to warehouse standards.
- Dispose of waste, packaging, and scrap materials properly.
- Support routine warehouse safety inspections and housekeeping requirements.

Deliveries & Field Support (As Needed)

- Make occasional deliveries to job sites or other company locations using company vehicles.
- Follow all company policies and fleet safety standards.
- Assist field teams with material or tool drop-offs during peak workload periods

General Operations Support

- Assist with cycle counts, fully inventory audits, and reconciliation tasks.
- Help maintain documentation and standard operating procedures.
- Identify opportunities for warehouse efficiency, service quality, and safety.
- Collaborate with Operations, Procurement, and Field teams to ensure reliability and timely support.
- Perform other duties as assigned.

WHAT YOU WILL BRING TO OUR ORGANIZATION

- 2+ years prior relevant work experience required.
- Excellent communication and interpersonal skills.
- Initiative and a proactive mindset to take ownership of tasks and responsibilities.
- Strong organizational skills and attention to detail.
- Ability to work independently and as part of a cross-functional team.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook)
- Valid driver's license with good driving record.
- Ability to lift up to 50 pounds.
- Ability to operate or willingness to be trained on warehouse equipment.

WHAT OUR ORGANIZATION IS PROVIDING

- Expected hourly range of \$22-\$30 based on experience.
- Year-end employer-matched 401(k)
- 100% employer-paid health and dental coverage for employees and families
- Optional benefits: life insurance, disability coverage, Section 125 options
- Employee bonus program
- Paid time off: 10 vacation days (15 after four years), 10 sick days, 9 holidays annually
- Fun, hardworking atmosphere with casual dress and team-oriented culture
- Commitment to quality, integrity, and open communication

Legacy Mechanical, Inc. provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, marital status, national origin, disability, genetics, Veteran status, or other legally protected characteristics. In addition to federal law requirements, Legacy Mechanical, Inc. complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Legacy Mechanical, Inc. will not discriminate or retaliate against applicants for failing to disclose wage rate history in accordance with applicable law.

Legacy Mechanical, Inc. expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, marital status, disability or veteran status. Improper interference with the ability of Legacy Mechanical, Inc. employees to perform their job duties may result in discipline up to and including discharge.

To apply, email your resume to santrillo@legacy-mechanical.com