

Shop Coordinator / Metal Fabrication Technician

Location: Flagstaff, AZ

Job Type: Full-Time

About Arizona Metal Roofing

We are a metal roofing company serving Arizona, specializing architectural metal roofing systems, custom trim fabrication, and exceptional customer service. We are seeking a reliable, organized, and mechanically inclined Shop Coordinator to help manage our fabrication shop, inventory, equipment, and production processes.

This is a key position for someone who takes pride in creating efficient systems, maintaining an organized workspace, and supporting a high-performing team.

Position Overview

The Shop Coordinator will be responsible for inventory management, shop organization, equipment operation, and process documentation. This individual will play an important role in developing and implementing Standard Operating Procedures (SOPs) for our new brake machine and roll former while ensuring the shop remains safe, efficient, and production ready.

Responsibilities

1 Inventory & Materials Management

- Receive, inspect, and organize incoming materials and supplies.
- Track inventory levels of metal coils, panels, trim, fasteners, tools, and shop consumables.
- Conduct routine inventory counts and maintain accurate records.
- Coordinate material restocking and communicate purchasing needs.
- Minimize waste and improve material accountability.
- Prepare materials in advance to support job schedules and fulfill job requests

2 Shop Organization & Maintenance

- Maintain a clean, safe, and organized work environment.
- Organize tools, equipment, and materials for maximum efficiency.
- Implement and maintain shop organization systems.
- Ensure production areas remain operational and ready for daily use.
- Assist with facility upkeep and equipment maintenance.

3 Equipment Operation

- Operate and support fabrication equipment including:
- Metal brake machines
- Roll formers
- Shears and related fabrication equipment
- Perform routine equipment inspections and preventative maintenance.
- Assist in troubleshooting equipment issues and coordinating repairs when necessary.

4 SOP Development & Process Improvement

- Create and maintain Standard Operating Procedures (SOPs) for shop operations.
- Develop step-by-step procedures for brake machine and roll former setup, operation, maintenance, and safety.
- Document best practices and quality-control standards.
- Assist with employee training on equipment and shop procedures.
- Continuously identify opportunities to improve workflow, productivity, and safety.

5 Safety & Quality Control

- Follow and promote company safety standards and OSHA guidelines.
- Conduct regular shop safety inspections.
- Ensure fabricated products meet company quality standards and specifications.
- Maintain documentation related to safety, equipment maintenance, and quality control.

6 Additional Duties

- Perform other duties and responsibilities as assigned to support shop operations and company objectives.

Qualifications Requirements

- Strong organizational skills and attention to detail.
- Ability to work independently and manage multiple priorities.
- Mechanical aptitude and willingness to learn new equipment.
- Ability to lift up to 50 pounds and work in a fabrication/shop environment.
- Valid driver's license and reliable transportation.

Preference

- Experience in metal roofing, sheet metal fabrication, manufacturing, construction, or shop operations.
- Inventory management experience.
- Experience operating brake machines, roll formers, or similar fabrication equipment.
- Forklift certification or experience.
- Experience creating process documentation or SOPs.

Benefits

- Full-time, stable year-round work
- Opportunities for growth and advancement within the company
- Company-provided Training
- Competitive pay based on experience
- Flexible work structure based on project and shop needs