

EQUIPMENT SERVICES COORDINATOR**Department:** Equipment Services
Classification: Hourly Non-Exempt**Reports to:** ES Supervisor
Revised: September, 2022

Position Summary:

The Equipment Services Coordinator works with the Equipment Services group to ensure that the maintenance department is run effectively and efficiently. The Equipment Services Coordinator primarily works at a desk that is located in the Equipment Services area.

Essential Functions:

The following list is intended to be exhaustive of the functions and physical demands of the position however it is not exhaustive of all day-to-day activities. The incumbent will be required to perform any or all of the following in a given day or week:

- Orders parts and helps keep inventory for parts department.
- May need to pick up/drop off parts at job site or other locations.
- Answering the requests and assisting job foreman, dispatch, truck drivers and customers in a professional and efficient manner.
- Entering invoices into VISTA for payment.
- Entering Equipment Services team members time into the VISTA Timekeeping system.
- Other general office duties to ensure the Equipment Services Group is running effectively and efficiently.
- Other duties as assigned.

Work Conditions

The noise level in the work environment ranges from moderate in the office to occasionally loud at field locations.

Physical Demands

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to stand, walk, sit and use hands, reach with hands and arms, handle, feel, see, talk, listen and smell. The employee is occasionally required to climb or balance, stoop, kneel, bend, crouch or crawl. The employee must frequently lift and/or move up to ten pounds and occasionally lift and/or move up to 25 pounds.



PO Box 91
Sunderland, MA 01375
413-665-7021
www.asmg.com

Position Requirements:

The ideal candidate will have a high school diploma or equivalent and at least 2 years of experience in the equipment services/parts inventory. Candidate must have excellent speaking and writing skills and be proficient with Outlook, Word and Excel. Must be skilled in organization, problem-solving, customer service, and multitasking. Must be able to pass a physical and drug screen.

Independent Action:

Performs work independently within scope of established guidelines and practices.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. A valid driver's license is required. Must be able to pass a physical and drug screen. The requirements listed above are representative of the knowledge, skill and/or ability required. Any physical demands or work conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.