

# IRONSITE

## MECHANIC SHOP COORDINATOR

**Reports To:** Equipment Manager

**Status:**  FT  PT  Exempt  Non-Exempt

### POSITION OVERVIEW

The Mechanic Shop Coordinator is responsible for coordinating the servicing, repairing and maintaining equipment used by Ironsite, Inc. The Shop Coordinator will coordinate the mechanics, inventory and track maintenance schedules for heavy equipment and fleet vehicles. This position will prepare for upcoming work orders, ensure documentation of completed repairs, and maintain the open work order list.

### KEY RESPONSIBILITIES

#### COORDINATION OF REPAIRS AND MAINTENANCE

This position will coordinate mechanics, materials, equipment, vehicles and parts purchasing for proper machine maintenance and repairs. This will require constant communication between the Shop Coordinator, Equipment Manager, superintendents, crew foremen and Operations Manager. Additionally, this role must communicate the status of equipment under repair or out of service, if that equipment has the potential to impact project work flow.

#### INVENTORY MANAGEMENT

The Shop Coordinator is responsible to manage shop and field supplies. Additionally, this role ensures the shop is consistently stocked with the appropriate inventory of field and shop supplies. This position will prepare for upcoming work orders by securing the parts and filters that are anticipated for that work order.

#### MAINTENANCE FACILITY

The Shop Coordinator is Responsible for management of the equipment maintenance facility. This includes the orderly appearance and cleanliness of the shop and yard.

#### SAFETY COMPLIANCE AND SECURITY

This role must certify that the Company maintains compliance with all legal requirements related to equipment maintenance and operation, to include the shop facility. The Shop Coordinator must take reasonable precautions to ensure the mechanics are adhering to safety protocols when working in the shop and on job sites.

#### RECORDKEEPING

It is essential that the Shop Coordinator maintains accurate records of all equipment maintenance and repairs, equipment and purchases. This role will monitor incoming equipment alerts, create appropriate work orders, and manage the mechanics' time cards, work notes, and receipts using the company's electronic database. This also includes records of all safety inspections performed by equipment operators and other third-party vendors. This position will ensure that new equipment is thoroughly inspected and set up in the system with tracking devices, maintenance schedules/checklists, and service parts information. Additionally, this person will submit oil samples on a regular basis, review results, and report potential issues to management.

**MECHANIC COORDINATION**

The shop coordinator will schedule and dispatch mechanics to perform work on the appropriate work orders. This person will monitor progress and plan ahead as to what work orders will be addressed next. This person will also dispatch mechanics for urgent requests and re-shuffle the work load as needed to accommodate urgent needs of the field. The Shop Coordinator will work closely with the Equipment Manager to assign the workorders to the appropriate mechanic given the skills of the mechanics and the priorities and urgency of the services and repairs.

**ADHERE TO COMPANY VALUES AND MODEL PROFESSIONAL BEHAVIOR**

The Shop Coordinator is a key position within the Company. This role must display the Company Values (Dedication, Integrity, Respect and Teamwork) in all aspects of performing the required job duties, and act with positive intentions. It is of the utmost importance that the individual in this position lead by example and model professional behavior in all interactions with peers, field personnel and customers while acting in the best interest of the Company.

**COMMUNICATION**

Say it, email it, text it, say it again if necessary. Get confirmation and respond to every communication. Updates and check-in conversations can save thousands of dollars, not to mention preventing personal frustration. Special care has to be taken in making sure information, concerns, and directions are clearly communicated up and down the chain of leadership. The Shop Coordinator should regularly communicate with the Equipment Manager, Operations Manager, and Field Superintendent to improve the accuracy and efficiency of the work being completed.

**SELF-MANAGEMENT**

This position is expected to perform at a high level of independence and self-sufficiency. Knowing how and when to ask questions, seek resources, think strategically, organize and prioritize the work is critical to success in this role. This individual must function in a self-motivating, self-driven capacity and take ownership for producing consistent results that contribute to the success of the business.

**SPECIAL PROJECTS AND OTHER DUTIES**

The Mechanic Shop Coordinator may be assigned a variety of special projects or other job duties based on business needs.

**BONUS BASIS**

4% of Gross Wages excluding Bonus (1% per Goal Met)

**QUALIFICATIONS AND EXPERIENCE**

- High school diploma or equivalent
- Authorized to work in the United States
- Valid driver's/CDL license
- 5+ years of experience in equipment/fleet management
- Strong knowledge of equipment maintenance and repair techniques
- Excellent organizational and time management skills
- Effective communication and leadership skills
- Proficient in Microsoft Office and equipment inventory software

**ESSENTIAL FUNCTIONS**

**THIS POSITION WILL REQUIRE THE INDIVIDUAL TO:**

- Occasionally Lift up to 50 pounds
- Stand or sit for extended periods of time; as well as stoop, bend, reach
- Operate basic office equipment such as copier, telephone, computer, tablet and smart phone on a regular basis
- Visually be able to discern distance, depth, and color
- Verbally communicate with others and to understand the verbal responses of others
- Operate a motor vehicle to visit various work sites

#### **WORK ENVIRONMENT**

##### **THIS POSITION WILL OCCASIONALLY BE EXPOSED TO THE FOLLOWING CONDITIONS:**

- Variable temperatures and weather conditions
- Outdoor work sites at various stages of construction which require safety PPE
- Loud noises caused by the use of large equipment