Equipment Coordinator

Sample Job Description

Job Title: Equipment Coordinator

Reports to: Equipment Coordinator – Functional

WorkFace Planning Lead - Matrix

Prepared by:

Prepared Date:

Approved by:

Approval Date:

Summary

The Equipment Coordinator is responsible to support the execution of IWPs by coordinating the allocation of construction equipment to meet the needs of the plans. Construction equipment includes cranes, manlifts, heaters, pumps, generators, welders and all other items over $1500 in value.

The Equipment Coordinator will do this by collecting requests for construction equipment from the WorkFace Planners two weeks in advance. The total projected needs of the IWP’s form a forecast. The Equipment Coordinator balances the equipment pool to satisfy the forecast. The Equipment Coordinator is responsible for the day-to-day management, allocation, maintenance and fueling of equipment. If an equipment management database is to be used then the Equipment Coordinator would administrate this process.\.

Essential Duties (Roles and Responsibilities)

* The Equipment Coordinator is responsible to ensure that the needs of the IWP’s can be met and then, that the equipment is well utilized
* Ensure that the equipment requests are received two weeks ahead of execution. Work with the WorkFace Planners to match the equipment (size and reach of cranes & manlifts) to the tasks
* Working with the WorkFace Planners, the Equipment Coordinator will suggest alignment strategies that will allow the shared use of cranes