



EQUIPMENT MANAGER

Job Description – Oversee the entire lifecycle of construction equipment and truck fleet, from purchasing and maintenance to repair and inventory, ensuring efficient and cost-effective operation.

Key Responsibilities

Equipment Management:

- Inventory and Tracking: Maintaining accurate records of equipment, including location, condition, and usage.
- Purchasing vs. Renting: Determining when to purchase or rent equipment based on project needs and budget.
- Maintenance and Repair: Planning and coordinating routine maintenance, repairs, and overhauls to ensure equipment reliability and longevity.
- Preventative Maintenance: Implementing and managing preventative maintenance programs to minimize downtime and operational costs.
- Equipment Allocation: Assigning and scheduling equipment for different projects and ensuring optimal utilization.

Budget and Cost Control:

- Budgeting: Developing and managing equipment budgets, including purchase, maintenance, and repair costs.
- Cost Analysis: Analyzing equipment costs and identifying areas for cost savings.
- Negotiating: Negotiating contracts with vendors for equipment purchase, maintenance, and repair.

Team Management and Training:

- Employee Training: Providing training to operators and mechanics on equipment operation, maintenance, and safety procedures.
- Performance Evaluation: Evaluating the performance of equipment operators and mechanics.
- Communication: Ensuring clear communication between the equipment team and other project stakeholders.

Safety:

- Safety Compliance: Ensuring compliance with all relevant safety regulations and procedures.
- Safety Training: Providing safety training for equipment operators and mechanics.
- Incident Investigation: Investigating equipment-related incidents and implementing corrective actions.

Other Duties:

- Transportation and Storage: Arranging for the transportation and storage of equipment.
- Equipment Disposal: Managing the disposal of obsolete or damaged equipment.
- Vendor Management: Managing relationships with equipment vendors and suppliers.



Experience and Qualifications

Qualified candidates need a combination of technical knowledge, organizational skills, and experience, often including a degree in a related field and several years of experience in equipment management or maintenance.

Technical Training: Training or certifications in equipment maintenance, repair, and operation are valuable.

Skills:

- Familiarity with Equipment: Knowledge of various types of heavy equipment, such as pavers, rollers, milling machines, loaders, excavators, and other construction machinery.
- Basic Mechanical Skills: Ability to perform routine maintenance tasks and understand basic mechanical principles.
- Safety Regulations: Understanding of safety regulations and best practices in equipment operation.
- Inventory Management: Proficiency in inventory management software and systems.
- Communication and Interpersonal Skills: Excellent communication and interpersonal skills to interact with mechanics, operators, and other team members.
- Organizational and Time-Management Skills: Strong organizational and time-management skills to manage equipment schedules, maintenance, and repairs.
- Attention to Detail: Ability to pay attention to detail in areas such as equipment maintenance, inventory, and safety procedures.

Experience:

- Years of Experience: 3+ years of experience in equipment management or maintenance is required.
- Experience in Construction: Experience working in the construction industry is a significant asset.

This is a full-time year-round non-union salaried position. We offer a competitive benefit and compensation package that includes health, dental, vision, 401(k) with company match, paid holidays, and paid time off.

A&J CONSTRUCTION is an equal opportunity employer, we do not discriminate based on marital status, race, color, creed, gender, sex, religion, national origin, gender identity, age, veteran status, physical or mental disability, sexual orientation, or genetic information.

