



**Position:** Equipment Coordinator – Construction Technology  
**Department:** Sales  
**Reports To:** Parts Manager  
**Supervises:** None  
**Job Group:** Laborers and helpers  
**Exempt or Non-Exempt:** Non-Exempt

**Job Description:**

This individual will support construction technology operations by performing a variety of duties to ensure equipment readiness, quality standards and accurate documentation throughout the rental and sales lifecycle. This role works cross-functionally with sales and operations teams to facilitate the efficient and accurate execution of sales processes.

At RDO Equipment Co., we make decisions thoughtfully, balancing the impact on each of our stakeholders, and enact those decisions according to each of our core values. In this way, we find purpose in our work and pride in our purpose.

**Specific Duties Include:**

- Perform inbound inspections on rental machines and complete all related documentation to support the machine traffic process.
- Complete damage inspections and review/create all necessary documentation to accurately identify and invoice customer damage to RDO assets.
- Perform outbound quality control inspections to ensure that all machines leaving a RDO facility meet strict quality and cleanliness guidelines.
- Maintain and oversee the overall organization of construction technology and notify management of any related concerns.
- Assemble and coordinate preparation of machines for rental and sales activities.
- Assist the sales team in locating and securing equipment and attachments.
- Use Company provided systems/tools (i.e.S2) to assist or complete the documentation, tracking, recording, follow up, and capture all related sales activity in a timely and accurate manner.
- Provide support to the sales team on deals.
- Assist the sales coordinator in monthly inventory and tracking deliveries.
- Follow all safety rules and regulations while performing work assignments and adhere to all policies and procedures as specified in company manuals and as directed in the employee handbook.
- Conduct self in the presence of customers and community to present a professional image of RDO Equipment Co.

- Proactively seek and participate in available company-sponsored training, to develop and advance knowledge base and skill set.
- Participate in all company/location driven communication efforts, including open book meetings, huddles, department meetings and other related efforts.
- Maintain a positive and professional working relationship with peers, management and support resources, with a constant commitment to teamwork and exemplary customer service.
- Perform all other duties as assigned by management in a professional and efficient manner.

**Job Requirements:**

- Excellent computer skills.
- Excellent customer service skills.
- Oral and written communication skills.
- Two years technical experience in the heavy equipment industry.
- Strong analytical skills.
- Strong organizational skills.
- Candidates must have valid work authorization and be able to work in the U.S. without company sponsorship.

**Essential Job Functions:**

<b>Activity</b> Hours Per Day	<b>Never</b> 0 Hours	<b>Occasionally</b> Up to 3 hours per day	<b>Frequently</b> 3-6 hours per day	<b>Constantly</b> 6-8+ hours
Sitting				X
Walking		X		
Standing			X	
Bending (neck)		X		
Bending (waist)		X		
Squatting		X		
Climbing		X		
Kneeling		X		
Crawling		X		
Twisting (neck)		X		
Twisting (waist)		X		
Hand Use: Dominant Hand Right___ Left___			X	
Is repetitive use of hand required?			X	
Simple Grasping			X	
Power Grasping	X			
Fine Manipulation			X	
Pushing/Pulling		X		
Reaching (above shoulder level)		X		
Reaching (below shoulder level)		X		

<b>Lifting:</b>				
0-10 lbs.				X
11-25 lbs.		X		
26-50 lbs.		X		
51-75 lbs.	X			
76-100 lbs.	X			
<b>Carrying:</b>				
0-10 lbs.				X
11-25 lbs.		X		
26-50 lbs.		X		
51-75 lbs.	X			
76-100 lbs.	X			
Driving cars, trucks, forklifts, other equipment			X	