



**Position:** Equipment Coordinator  
**Department:** Service  
**Reports To:** Service Department Manager  
**Supervises:** None  
**Job Group:** Laborers and helpers  
**Exempt or Non-Exempt:** Non-Exempt

**Job Description:**

The Equipment Coordinator is responsible for managing the movement, inspection, and readiness of rental and sales equipment to support efficient operations. This role ensures equipment is properly documented, inspected, and prepared while coordinating with Service, Sales, and Rental teams to maximize asset utilization and customer satisfaction.

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 and sales machines and complete all related documentation to support the machine traffic process.
- Identify and document damage, partnering with service and sales teams to ensure timely repair and accurate customer billing.
- Ensure equipment readiness by conducting outbound quality control inspections, verifying cleanliness, functionality, and safety compliance.
- Provide back up support for the Equipment Detailer.
- Maintain and oversee the overall organization of the yard and notify management of any related concerns.
- Utilize company systems (i.e. S2) to document inspections, track equipment status, and support sales and rental processes.
- Assemble and coordinate preparation of machines for rental and sales activities.
- Coordinate equipment deliveries, pickups, and transfers between locations.
- Communicate equipment availability and status updates with sales, rental, and service teams.
- Assist in prioritizing equipment based on customer demand and business needs.
- 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 so as to present a professional image of RDO Equipment Co.
- Proactively seek and participate in available company-sponsored training, in an effort 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:**

- Ability to work in a fast-paced, outdoor environment.
- Strong attention to detail and accuracy.
- Excellent computer skills.
- Excellent customer service skills.
- Oral and written communication skills.
- Two years of 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>	<b>Never</b>	<b>Occasionally</b>	<b>Frequently</b>	<b>Constantly</b>
Hours Per Day	0 Hours	Up to 3 hours per day	3-6 hours per day	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	