



Position: Facilities Maintenance
Department: Administration
Reports To: General Manager/Store Manager
Supervises: None
Job Group: Service Workers
Exempt or Non-Exempt: Non-Exempt

Job Description:

This individual is responsible for maintaining a clean, safe, and professional environment throughout the store location. This role will support daily operations by ensuring the appearance and functionality of the dealership meets company standards for both customers and team members. This individual will also work with outside vendors and contractors and assist with projects that contribute to the overall upkeep and efficiency of the store.

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:

- Maintain the cleanliness, organization, and overall appearance of the store location to provide a safe and welcoming environment for customers and team members.
- Conduct routine inspections of the facility and address housekeeping, maintenance, and repair needs in a timely manner.
- Monitor facility conditions and proactively identify opportunities for repairs, improvements, or preventative maintenance.
- Coordinate with outside contractors to obtain bids and estimates for facility repairs, maintenance projects, and capital expenditure (Cap-X) initiatives.
- Work closely with contractors and vendors to establish project schedules, monitor progress, and ensure work is completed on time and within expectations.
- Manage relationships with outside vendors to maintain appropriate inventory levels of facility-related supplies and ensure products are available when needed.
- Practice and maintain confidentiality regarding company, employee, and customer information both inside and outside of the dealership.
- 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:

- Demonstrate strong attention to detail and the ability to maintain a high standard of facility appearance and organization.
- Possess effective organizational and time management skills with the ability to prioritize multiple tasks and responsibilities.
- Communicate effectively with employees, customers, vendors, and contractors.
- Be self-motivated and able to work independently with minimal supervision.
- Candidates must have valid work authorization and be able to work in the U.S. without company sponsorship.

Essential Job Functions:

Activity	Never	Occasionally	Frequently	Constantly
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___				
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		
Lifting:				

0-10 lbs.			X	
11-25 lbs.		X		
26-50 lbs.		X		
51-75 lbs.	X			
76-100 lbs.	X			
Carrying:				
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		