Equipment & Tool Rental Coordinator

The Equipment & Tool Rental Coordinator, working with the Equipment Manager, will ensure the rental shop operates in a safe and efficient manner. They are responsible for inspecting and maintaining construction tools and equipment, and liaising with internal Superintendents to coordinate tool and equipment deliveries to various construction sites. They are also responsible for keeping the shop and yard clean and orderly.

Qualifications

* Knowledge of safe lifting/handling procedures and safe operation of construction equipment and tools
* Able to work on several types and brands of tools and equipment typical in an equipment rental shop
* Computer literate with experience using Microsoft (Outlook, Word, Excel, Teams, SharePoint)
* Able to read and understand electrical & hydraulic schematics
* Understands basic operation of mechanical and electrical building systems and components
* Well-honed troubleshooting and problem-solving skills
* Basic welding and soldering skills
* Performs well both independently and in a team environment
* Effective oral and written communication skills
* High attention to detail
* Able to learn ERP software used to record maintenance, tool tracking, and inventory counts
* Motivated to learn new skills and willing to accept training

Education/Licenses

* Certified auto mechanic/technician, or sufficient related experience and mechanical aptitude
* Certification in various safety-related disciplines (First Aid, CPR, WHMIS, etc.) is an asset
* Successful completion of Train the Trainer courses is an asset
* Certificate(s) required to operate applicable equipment (aerial and scissor lifts, zoom boom, skid steer) is an asset (training will be provided if needed)
* Valid driver’s license

Experience

* Minimum three (3) to five (5) years’ experience in a similar role in an equipment rental environment, preferably in the commercial/institutional construction industry

Functional Responsibilities

* Observe and comply with all health and safety regulations, following safe work practices and procedures at all times
* Train field staff and equipment operators in safe operating procedures for all tools and equipment
* Learn and participate in Lean practices and processes, with the goal of continual improvement and reduction of waste
* Follow manufacturer instructions for maintenance schedules and ensure knowledge is up to date on the operation and upkeep of construction tools and equipment
* Perform diagnostics and analysis of tools and equipment to determine necessary repairs
* Inspect, troubleshoot, and maintain rental equipment fleet, conducting minor repairs as necessary
* Perform pre-delivery inspections on equipment
* Prepare and organize equipment and tools for site delivery
* Diagnose issues with heating systems typically used in the light construction industry
* Coordinate service and rental bookings
* Maintain customer and vendor paperwork
* Inventory management (perform counts, assign assets to construction sites)
* Perform administrative functions in ERP software such as cost coding, time and materials allocations, and work orders; document repairs, time spent, and parts used
* Liaise with internal partners/teams as required on service issues and deployment opportunities
* Maintain cleanliness and safety of the shop and yard
* Other duties as assigned

Working Conditions

* Regularly working near moving mechanical parts/equipment and in outside conditions that include inclement weather, heat and humidity, exposure to dust, asphalt, and noise
* Working with various tools and construction materials
* Lifting, pulling or pushing, carrying, and manipulating objects of up to 50 lbs
* Walking and standing for long periods of time
* Bending, crouching, and crawling
* Climbing ladders and working at heights
* Use of Personal Protective Equipment (PPE) is required (e.g. hard hat, safety boots, etc.)
* Additional hazards associated with the construction industry
* Driving a company vehicle and/or operating equipment
* Office atmosphere; manual dexterity required to operate computer and peripherals