



## Equipment Maintenance and Delivery Coordinator

**Division:** Sound Tools and Equipment  
**Reports To:** Equipment and Tools Coordinator  
**FLSA Classification:** Non-Exempt/Hourly  
**Date:**

### Job Summary

The Equipment Coordinator is responsible for assisting with the daily operations of equipment pick-up, delivery, and maintenance. This role ensures that all equipment is clean, functional, and properly tracked through accurate scheduling, inventory assessments, and documentation. Key responsibilities include executing delivery and pick-up to job sites, performing routine maintenance and repairs, and issuing delivery and pick-up confirmations. The Equipment Coordinator also assists with vendors for new inventory and keeps rental rates and inventory records up-to-date.

### Company Overview

Sound Tools and Equipment plays a key role in supporting The Rush Companies' construction operations by managing the logistics, maintenance, and tracking of tools and equipment. We take pride in ensuring that our crews have the reliable equipment they need to keep projects on schedule and within budget.

### Essential Duties & Responsibilities

- Execute pick-up and deliveries
- Repair and clean equipment
- Assess and track the condition of inventory items
- Utilize ticketing system to confirm pick-ups and deliveries
- Source new inventory from vendors
- Update rental rates
- Regularly review and update inventory
- Keep the warehouse clean and organized
- File reports regarding equipment maintenance, inventory turnover, and purchase orders

### Job Requirements

- Valid Driver's License and personal auto insurance
- Equipment Maintenance experience preferred

**Physical Demands**

- The physical demands of this job are consistent with a warehouse position. Ability to lift boxes up to 50 pounds.

**Compensation & Benefits**

**Compensation:** Hourly rate: \$21 - \$26/hr. DOE

- Annual bonus opportunity based on company and individual performance.

**Benefits:** Medical, Dental, Vision, Life Insurance, Dependent Care Insurance, HSA, FSA, Employee Assistance Program, Short Term Disability Insurance, 401 (k), 401 (k) Match. Other supplemental plans available upon request.

**PTO:** 13.5 days of paid time off (combined vacation and sick leave) per year

**Paid Holiday:** 8 paid company holidays annually.

***Pre-Employment Screening Notice:***

*This position is classified as safety-sensitive. As such, all candidates who receive a conditional offer of employment will be required to undergo a background check **and** a drug screening that includes testing for Cannabis.*

*Please note: For non-safety-sensitive roles, our drug screening process does **not** include Cannabis, in alignment with Washington State law.*

Team members at The Rush Companies have a strong reputation for exercising integrity, good judgment, and sound business practices in our dealings with clients, consultants, subcontractors, and suppliers. We are committed to selecting only those individuals who share in our loyalties while also maintaining our standards of quality and safety.

For more information about The Rush Companies, go to:

<http://www.therushcompanies.com>

Equal Opportunity & Drug-Free Employer

*Disclaimer: This job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job duties and responsibilities.*