

Job Title: Equipment Administrator

Location: Arizona

Company Overview:

We are a leading civil construction contractor specializing in heavy civil infrastructure projects across Arizona. With annual revenues of \$60 million, we pride ourselves on delivering high-quality projects safely, on time, and within budget.

Position Summary:

The Equipment Administrator is responsible for managing the administrative functions related to the company's fleet of heavy equipment and vehicles. This role ensures accurate tracking, compliance, and cost control for all equipment assets, supporting field operations and maximizing equipment utilization.

Key Responsibilities:

- Maintain and update equipment inventory records, including serial numbers, locations, and status.
 - Process equipment-related documentation such as purchase orders, invoices, registrations, and insurance.
 - Track preventive maintenance schedules and coordinate with mechanics and field teams to minimize downtime.
 - Monitor equipment utilization and prepare monthly reports on costs, hours, and productivity.
 - Assist with equipment budgeting, forecasting, and cost analysis for projects.
 - Ensure compliance with DOT, OSHA, and state regulations for equipment and vehicle operations.
 - Support equipment dispatching and logistics for job sites.
 - Manage warranty claims and coordinate repairs with vendors.
 - Maintain accurate fuel usage and telematics data for cost control and environmental compliance.
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Qualifications:

- **Education:** High school diploma required; Associate's or Bachelor's degree in Business, Construction Management, or related field preferred.
 - **Experience:** 2+ years in equipment administration, fleet management, or construction operations.
 - **Skills:**
 - Strong organizational and data management skills.
 - Proficiency in MS Office and equipment management software (e.g., B2W, HCSS, or similar).
 - Knowledge of heavy civil construction equipment and DOT compliance.
 - **Attributes:** Detail-oriented, proactive, and able to work in a fast-paced environment.
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Compensation & Benefits:

- Competitive salary based on experience.
- Health, dental, and vision insurance.
- 401(k) with company match.
- Paid time off and holidays.