

Construction Tool & Equipment Assistant



North American Mechanical, Inc. (NAMI) is seeking a Construction Tool and Equipment Assistant to join our distribution team. This position is to assist the Tool Coordinator to manage, issue and maintain company equipment while supporting internal customers with a high level of customer service and meeting company objectives. The Tool & Equipment Coordinator demonstrates accountability for their responsibilities and company objectives.

Responsibilities include but not limited to:

- Maintain in working order all company tools and equipment
- Prioritizes, schedules and coordinates inspections/repairs with NAMI department/person and external vendors as required.
- Follow, revise or create maintenance/inspection schedules for all equipment using manufacturer's recommendations, DOT and OSHA regulations and sound mechanical practices.
- Maintain an accurate, historical database of all tools, and equipment. The database will include pertinent information such as serial numbers, maintenance records, location and name of job/employee who has each item. Provide status reports when necessary.
- Complete all tool requests (ORF's) in a timely manner. Communicate backorder issues when backorder issues when necessary.
- Provide a high degree of Customer Service; ability to listen to and understand internal customers and vendors.
- Perform other distribution functions such as receiving as needed.

The right candidate must have:

- High degree of organizational ability, good mechanical aptitude, excellent interpersonal skills, excellent verbal and written communication skills, good computer and problem solving skills.
- Ability to read operating manuals and instructions and operate equipment properly.
- Prior construction experience preferred.
- Minimum 2 years relevant experience required, 3-4 years desired.

A career at North American Mechanical - Comfort Systems USA means being part of a team and being proud of it! It means working safely and exceeding customer expectations. It means learning and growing your career, while striving for excellence, both personally and professionally. We offer an environment centered on care for our people and our customers and a full benefits slate including medical, dental, vision, life, 401 K, paid holidays & vacation as well as paid training and year-end bonus potential.

Equal Opportunity Employer/Affirmative Action Employer