



GasSearch Drilling Services Corporation

JOB DESCRIPTION

TITLE: 3751.101-Coordinator, Maintenance

DEPARTMENT: Maintenance Services

REPORTS TO: Foreman, Maintenance

JOB OVERVIEW: This position assists in the completion of the day-to-day activities involving the maintenance/repairs of the GDS heavy truck fleet, pickup truck fleet, earth moving equipment, grounds keeping, and overall facility appearance. The position coordinates the work of employees who repair and maintain the fleet, facility, equipment, and machinery. This position is responsible for the training of mechanics, performing the more technical repairs/maintenance, and overseeing the inventory tracking/ordering process.

PRIMARY RESPONSIBILITIES:

- Perform the day to day diagnoses, repairs, routine and preventative maintenance of the entire GDS fleet, including knowing DOT guidelines and keeping all heavy trucks within DOT guidelines.
- Perform inspections and troubleshooting of all vehicles/equipment within the GDS fleet.
- Prepare/maintain all maintenance records and reports.
- Act as lead person in foreman's absence.
- Communicate daily with trucking management regarding current/upcoming repair and maintenance activity.
- Anticipate upcoming maintenance needs to ensure that all vehicles/equipment receive proper scheduled maintenance/minor repairs in a timely fashion and are returned to service as quickly as possible.
- Work with foreman to establish daily priorities and assign jobs to specific mechanics to achieve the optimum use of manpower, experience, and equipment. Follow up on jobs to ensure they are being completed in a timely fashion.
- Coordinate jobs in the field that require the use of the field maintenance trucks.
- Set up a service schedule for the night shift mechanics to ensure that all necessary work is performed during night shift.
- Work with the foreman to mentor the mechanics in proper inspection, troubleshooting, and maintenance procedures.
- Perform other mechanical duties as assigned.

REQUIRED SKILLS, KNOWLEDGE, AND TRAINING:

- Ability to operate and maintain equipment in a safe, professional manner at all times.
- Valid driver's license is required, Class A or B CDL preferred.
- ASE or other relevant certifications preferred.
- Strong diagnostic skills required.
- Excellent communication and inter-personal skills required.
- Ability to work efficiently with minimal direct supervision.
- Basic computer skills including the ability to learn the work order system.

PHYSICAL ASPECTS OF THE POSITION:

- Must be able to lift over 50 lbs. repeatedly.
- Must be able to work in severe weather conditions, both heat and cold.
- Must be able to stand and walk for 12 hours at a time.
- Must be able to work over head as well as in strenuous positions.



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