



Job Description

Job Title: Engineering Maintenance Coordinator

FLSA Status: Exempt, Full-Time

Salary: Competitive

Division: TNDV – Nashville, TN

Purpose:

The purpose of this position is to assist with the daily activities of the Nashville warehouse. Responsibilities will be shared between the repair desk and mobile unit maintenance and upkeep. The Nashville warehouse handles a large number of equipment repairs to help support Live Mobile Group's mobile units that are out working all over the country.

Position Responsibilities:

- Work with maintenance director to repair faulty equipment as needed
- Help with mobile unit repair projects as assigned by the maintenance director
- Maintaining organization and cleanliness in mobile units and the warehouse
- Accurately log notes from each repair project in the inventory database
- Assist operations team with warehouse activities when required
- Other duties as assigned.

Qualifications:

- Must be able to interface and communicate well with staff
- Must be willing and able to lift/push/pull up to 50 pounds and willing to seek assistance for anything over 50 pounds (should not seek to lift over 50 pounds without assistance)
- Excellent communication skills, attention to details and the ability to multi-task in high-pressure situations.

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