



Job Title: Equipment Coordination Manager
Business Unit: Miete
Reports to: Director of Equipment
Status: Salary Exempt – Full Time
Location: Keenesburg, CO

Huwa Enterprises is a nationally renowned land reclamation and restoration company that has successfully reclaimed over 3.5 million acres across 44 states in the US. Our work integrates science, technology, and environmentally sound practices across land reclamation, renewable energy, civil infrastructure, and natural disaster recovery. We leverage the most advanced tools and innovations to deliver exceptional, sustainable solutions to our Clients.

Position Summary

The Equipment Coordination Manager is responsible for overseeing the planning, scheduling, movement, utilization, and maintenance coordination of company equipment and fleet assets to support efficient operations and successful project execution. This role works closely with operations teams, project management, field personnel, vendors, transportation providers, and equipment staff to ensure equipment availability, minimize downtime, control costs, and maintain compliance with safety and operational standards.

The position plays a critical role in optimizing asset utilization, supporting procurement and rental activities, improving equipment logistics, and maintaining accurate communication and documentation within Yardz and HCSS systems.

Essential Duties and Responsibilities

1. Equipment Coordination & Logistics

- Coordinate the movement, allocation, transportation, delivery, pickup, and staging of equipment and support assets.
- Manage equipment schedules to support project timelines and operational requirements.
- Assign equipment based on job requirements, fleet availability, equipment capabilities, and cost efficiency.
- Respond to emergency equipment requests, breakdowns, and field rental needs.
- Coordinate with the Equipment Director, Shop Manager, **Equipment Operation Manager**, Project Managers, and Superintendents to support project schedules and field operations.
- Collaborate with operations teams, vendors, and transportation providers to maintain efficient equipment flow.

2. Equipment Mobilization & Logistics Coordination

- Schedule transportation for equipment mobilizations and demobilizations.
- Provide transportation vendors with load plans, routing instructions, and pickup/delivery schedules.
- Track transportation progress and communicate schedule changes to stakeholders.
- Coordinate the movement of attachments, support tools, and jobsite tool packages.
- Monitor transportation costs and identify opportunities for load consolidation and efficiency improvements.



3. Fleet & Equipment Management

- Track equipment inventory, utilization, availability, fuel usage, and operating costs.
- Maintain equipment tracking systems and fleet management tools.
- Monitor equipment performance and recommend utilization improvements to reduce downtime and unnecessary rentals.
- Ensure attachments and support equipment are properly assigned, tracked, and returned.

4. Procurement & Vendor Management

- Support sourcing and procuring company-owned and rental equipment as needed.
- Support negotiating pricing, services, and agreements with vendors, rental companies, and transportation providers.
- Track rental expenses and support cost-control initiatives.
- Maintain strong vendor relationships to ensure timely support and service.

5. Communication & Field Support

- Serve as the primary communication link between shop, field, transportation, and project teams.
- Provide jobsite teams with equipment status updates, estimated arrival times, and dispatch changes.
- Communicate equipment issues, breakdowns, and delays promptly to affected stakeholders.
- Support emergency dispatch requests for spare equipment and rental units.

6. Equipment Documentation & Compliance

- Confirm equipment is dispatched with required documentation:
 - Registration, insurance card
 - Inspection forms (annual crane inspections, daily inspections, etc.)
 - Load charts, operator manuals
- Verify equipment is clean, fueled, safe, and job-ready prior to transport.
- Ensure preventive maintenance and safety-critical repairs are completed or approved before equipment is mobilized.
- Maintain compliance with DOT regulations and oversize/overweight transportation requirements.

7. Rental Management

- Coordinate rental deliveries, pickups, extensions, off-rents, and jobsite transfers.
- Maintain accurate rental start and stop dates and verify rates against approved agreements.
- Monitor rental utilization and recommend returning underutilized equipment.
- Review rental invoices for accuracy based on actual usage and jobsite duration.

8. Cost Control & Efficiency

- Support dispatch and equipment decisions aligned with cost-per-hour targets and equipment lifecycle expectations.
- Minimize unnecessary moves, double mobilizations, and underutilized equipment placements.
- Recommend equipment transfers between projects to improve fleet utilization and reduce rental costs.
- Monitor transportation and operational costs and identify opportunities for efficiency improvements.

9. Problem Solving & Rapid Response



- Respond quickly to rental equipment breakdowns and project delays requiring equipment changes.
- Maintain awareness of regional project activity to support fast and informed decision-making.
- Escalate urgent operational or equipment issues to the Equipment Director as necessary.

Key Administrative Duties

- Maintain daily dispatch and equipment movement logs.
- Track jobsite equipment inventories against project plans and schedules.
- Support monthly equipment cost allocation and utilization reviews.
- Maintain accurate records and communication within Yardz, HCSS, and related systems.

Skills & Qualifications

- Strong understanding of heavy civil construction equipment and transportation requirements.
- Knowledge of DOT regulations related to oversize and overweight loads.
- Experience with fleet management software such as HCSS, Yardz, E360, Dispatch, or similar systems.
- Excellent communication, coordination, and multitasking abilities.
- Strong organizational, analytical, and decision-making skills.
- Ability to remain calm and effective in fast-paced, high-pressure environments.
- Proven ability to manage multiple priorities while supporting field operations and project schedules.

SALARY & BENEFITS:

- Anticipated Hiring Wage Range: \$80,000 - \$130,000 annually DOE
- Medical, Dental, Vision, HSA, Short Term/ Long Term Disability, 401k with matching contribution.
- We provide paid Sick Leave as determined by Colorado's Healthy Family and Workplaces Act (HFWA).
- Paid time off (PTO) and paid Holidays.

To Apply:

Please complete the application as linked on our careers page at [Careers – H2 Enterprises](#). This position will remain open until filled and reviews of applications of qualified applicants will begin immediately upon receipt.

You may contact Human Resources with any questions by e-mailing HR@HuwaEnterprises.com.

Notice to All Applicants:

- 1) Proof of eligibility to work is required to be produced within three (3) days of hire; 2) Direct Deposit is a condition of employment; 3) Applicants may be required to complete a successful background check prior to employment, including but not limited to drug screening and MVR, depending upon the duties of the position; 4) Requests for ADA reasonable accommodation in the application process can be requested by contacting HR@HuwaEnterprises.com.

Huwa Enterprises is an Equal Opportunity Employer:

It is the Company's policy to provide equal employment opportunities for all applicants and employees. The company prohibits all forms of discrimination and harassment including those that violate federal and state law. The company does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, marital status, gender identity, or sexual orientation in its employment practices and activities. To report any concerns or complaints, you may contact Human Resources at HR@HuwaEnterprises.com.

