



# Anchorage Sand & Gravel Co., Inc.

907-348-6700 | 1040 O'Malley Road, Anchorage, AK 99515 | [www.anchsand.com](http://www.anchsand.com)



JOB DESCRIPTION			
<b>JOB TITLE:</b>	<b>Heavy-Duty Equipment &amp; Parts Coordinator</b>	<b>SUPERVISORY STATUS:</b>	None
<b>DEPARTMENT:</b>	Maintenance Shop	<b>FLSA STATUS:</b>	Non-Exempt
<b>REPORTS TO:</b>	Operations Manager	<b>JOB TYPE CODE:</b>	600090
<b>DATE:</b>	May 20, 2026	<b>CLASSIFICATION:</b>	Full Time

**GENERAL SUMMARY**

The Heavy-Duty Equipment & Parts Coordinator plays a critical role in ensuring the uptime, efficiency, and cost-effectiveness of Anchorage Sand and Gravel's equipment and maintenance operations. This position is responsible for sourcing, purchasing, tracking, and managing parts, materials, and maintenance data across the organization. In addition to core responsibilities, this role identifies opportunities to streamline workflows, improve systems, and enhance operational efficiency.

- MINIMUM REQUIREMENTS**
- High School Diploma or equivalent.
  - 4+ years of experience with heavy equipment or trucks.
  - Strong mechanical aptitude and parts sourcing experience.
  - Experience with ERP systems (JD Edwards preferred).
  - Proficiency in Microsoft Office.
  - Strong organizational and multitasking skills.
  - Ability to lift up to 60 lbs.
  - Valid driver's license.

- DUTIES AND/OR RESPONSIBILITIES (including but not limited)**
- Manage procurement of parts, materials, and equipment to support maintenance and operational needs.
  - Create and track purchase orders and work orders in ERP system (JD Edwards).
  - Partner with Operations and Maintenance teams to source parts and reduce downtime.
  - Expedite critical parts and materials as needed.
  - Coordinate and support dispatch of equipment.
  - Receive and reconcile incoming materials with purchase orders.
  - Maintain accurate shop inventory and optimize stock levels.
  - Assist in maintenance budget tracking and reporting.
  - Generate reports on equipment usage, repair costs, and performance.
  - Verify and reconcile timecards with work orders for payroll.
  - Maintain organized digital and physical records.
  - Identify and implement workflow and process improvements.
  - Always work safely and take action to prevent any and all unsafe actions, processes, and behaviors.
  - Perform other duties as assigned.



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KNOWLEDGE, SKILLS AND ABILITIES
<ul style="list-style-type: none"> <li>• Experience improving workflows and processes.</li> <li>• Familiarity with reporting tools or dashboards.</li> <li>• Strong communication and collaboration skills.</li> <li>• Continuous improvement mindset.</li> </ul>

BENEFITS
<ul style="list-style-type: none"> <li>• Paid holidays, vacation and sick leave.</li> <li>• Medical, Dental, Vision Insurance.</li> <li>• Disability and Life Insurance.</li> <li>• 401(k) Plan.</li> <li>• Profit Sharing Plan (dependent on hours worked).</li> <li>• HSA and FSA plans.</li> </ul>

**PHYSICAL DEMANDS** (The following chart indicates the type, amount and frequency of physical effort typically required to perform the essential functions of the job acceptably; including the work positions in which the effort is applied. Physical effort refers to manual effort and the following identifies the normal amount of time performing the task.)

**Frequency Options:**  
**O** = Occasionally 1%-33%      **F** = Frequently 34%-66%      **C** = Continuously 67%-100%      **N/A**=Not Applicable

LIFTING Raising an object from one level to another					CARRYING Transporting an object, usually holding in hands, arms or on the shoulder				
<1 lb	1-5 lbs	5-25 lbs	25-60 lbs	>60 lbs	<1 lbs	1-5 lbs	5-25 lbs	25-60 lbs	>60 lbs
F	F	F	O	O	F	F	O	O	O

STRENGTH REQUIREMENTS – MAXIMUM SAFE LEVEL OF PERFORMANCE	Very Heavy >100 lbs	Heavy 100-51 lbs	Medium 50-21 lbs	Light 20-11 lbs	Sedentary 10-0 lbs
<b>FLOOR TO WAIST</b> —raising an object from floor to waist height (include upward pulling)	N/A	N/A	O	F	F
<b>WAIST TO EYE LEVEL</b> —raising an object from waist to eye level height (include upward pulling)	N/A	N/A	O	F	F
<b>BILATERAL CARRYING</b> —transporting an object, usually holding in hands or arms in front of body	N/A	N/A	O	F	F
<b>UNILATERAL CARRYING</b> —transporting an object, usually holding in hands or arms on side of body	N/A	N/A	O	F	F
<b>PUSHING</b> —exerting force upon an object so that the object moves away from the force	N/A	N/A	O	F	F
<b>PULLING</b> —exerting force upon an object so that object moves toward the force (include jerking)	N/A	N/A	O	F	F

Frequency (O, F, C, N/A)	PHYSICAL & ENVIRONMENTAL REQUIREMENTS	ADDITIONAL DETAILS
O	<b>ARMS OVER HEAD</b> – raising arms above head to lift or reach objects	
C	<b>SITTING</b> – remaining in a seated position	



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N/A	<b>ATMOSPHERIC CONDITIONS</b> – exposure to such conditions as fumes, noxious odors, dusts, mists, gases and poor ventilation that may otherwise affect the eyes, skin or respiratory	
O	<b>BALANCING</b> – maintaining body equilibrium when walking, standing, crouching or running on narrow, slippery or erratically moving surfaces	
C	<b>BENT WRISTS</b> – bending wrists in any direction to perform tasks	
O	<b>CLIMBING</b> – ascending or descending ladders, stairs, ramps, scaffolding, poles and the like, using feet & legs and/or hands and arms. Bodily agility is emphasized.	
N/A	<b>CRAWLING</b> – moving about on hands and knees or hands and feet	
N/A	<b>CROUCHING:</b> bending the body downward and forward by bending leg and spine	
N/A	<b>EXTREME TEMPERATURES</b> – exposure to cold or hot temperatures	
N/A	<b>FEELING</b> – perceiving attributes of objects such as size, shape, temperature or texture, by touching with skin, particularly that of fingertips	
N/A	<b>FINGERING</b> – picking, pinching or otherwise working primarily with fingers rather than with the whole hand or arm as in handling	
N/A	<b>HANDLING</b> – seizing, holding, grasping, turning or otherwise working with hand(s). Fingers involved only to extent that they are an extension of the hand	
O	<b>HEAD MOVEMENT/ROTATION</b> – moving head in any direction (up, down, side to side), requiring full use of neck and upper back muscles	
O	<b>HEARING:</b> Perceiving the nature of sounds with no less than a 40 db loss @ 500 Hz, 1,000 H and 2,000 HZ with or without correction. Ability to receive detailed info through oral communication and detect small differences in sounds, such as when making fine adjustments to machined parts	
N/A	<b>HIGH, EXPOSED PLACES</b> – exposure to falling	
N/A	<b>KNEELING</b> – bending legs at knees to come to rest on knee or knees	
M	<b>NOISE LEVEL INTENSITY</b> –Very Quiet (isolation booth), Quiet (library, private office), Moderate (business office), Loud (heavy equip operation), Very Loud (jack hammer operation)	<b>Loud</b>
O	<b>PROXIMITY TO MOVING PARTS</b> – exposure to moving parts of equipment, tools or machinery.	
O	<b>REACHING – ARM/ELBOW MOVEMENTS</b> – extending hand(s) and arm(s) in any direction including bending at the elbow	
N/A	<b>SQUATTING</b> – bending legs at knees to come to rest thighs on calves	
O	<b>STANDING</b> – remaining on feet in an upright position without moving about	
N/A	<b>STOOPING</b> – Bending body downward and forward by bending spine at the waist. Important if occurs to a considerable degree and requires full use of lower extremities and back muscles.	
N/A	<b>TOXIC, CAUSTIC CHEMICAL</b> – exposure to toxic or caustic chemicals	
O	<b>TRUNK ROTATION – STANDING OR SITTING</b> – rotating torso	
O	<b>WALKING - UNEVEN</b> – moving body on foot on uneven surface (ground)	
O	<b>WEATHER CONDITIONS</b> – exposure to outside atmospheric conditions	
O	<b>WET/HUMID</b> – contact with water or other liquids or exposure to humid conditions	
N/A	<b>VIBRATION</b> – exposure to shaking object or surface	
C	<b>VISION</b> – Visual acuity, color vision, depth perception visual perception of detail at distances close to the eyes; data and figures, computer terminal; visual inspection involving small defects, small parts, operation/repair of machines; visual perception involving distances at or within arm’s reach (mechanics, machine operations); Visual perception involving extended distances (such as required by equipment operators)	



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<b>MENTAL DEMANDS</b>		
The following charts indicate the type of mental demands typically required to perform the essential functions of the job.)		
<b>APPLICABLE</b>	<b>MENTAL REQUIREMENT</b>	<b>ADDITIONAL DETAILS</b>
✓	<b>Communication Skills:</b> Written and Verbal	
✓	<b>Handling Conflict</b>	
✓	<b>Handling Multiple Priorities</b>	
	<b>Make non-routine or unexpected judgments</b>	
✓	<b>Math Skills:</b> Basic or advanced	<b>Basic</b>
	<b>Operate in absence of clear expectations or procedures</b>	
✓	<b>Operate under short time frames/deadlines</b>	
✓	<b>Public Contact</b>	
✓	<b>Reading Skills:</b> Basic or technical	<b>Technical</b>
✓	<b>Reasoning:</b> Applying or developing procedure	<b>Applying</b>
	<b>Other</b>	

**NOTICE:** Because of the nature of work at Anchorage Sand & Gravel, the person in this position may be expected to work any shift and at various locations based on company needs and the duties of the position may change at any time and may not be identified in this job description. The content of the job description is intended to describe the general nature and level of work being performed by employees assigned to this classification. It is not intended to be construed as a contract or an all-inclusive list of all responsibilities, duties, and/or skills and abilities required of all personnel so classified.

*AS&G is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, protected veteran status or other legally protected status.*

*AS&G is a drug free workplace; passing a drug test (including for Cannabis) and alcohol test will be required prior to employment. Random drug testing during employment.*

Please send cover letter and resume to:

**Anchorage Sand & Gravel Co., Inc.**

Attn. Barney Brickel, Manager  
 1040 O'Malley Road  
 Anchorage, AK 99515

Apply online: [www.anchsand.com/jobs/](http://www.anchsand.com/jobs/)  
 Fax: (907) 344-2844