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# Example of Coordinator, Maintenance Job Description

Our innovative and growing company is looking for a coordinator, maintenance. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for coordinator, maintenance

* Assist Plant Engineer on capital expenditure projects as directed
* Manage the utilization of planned maintenance hours to maximize machine line efficiency and production volumes
* Coordinates with Field Office Administrators to complete and submit POs, RFSs and back log orders
* Model and Influence Core Value compliance (SHE/PSM, Ethics & Respect for People)
* Support and facilitate the managing processes for advancing and ensuring consistency of Core Values (SHE/PSM, Ethics & Respect for People) across the area
* Lead SHE Incident investigations to prevent reoccurrence
* May participate in incident investigations that pertain to area of expertise
* Support or lead Process Safety Management (PSM) related activities
* Provide daily oversight of demo aircraft fleet, and give direction to Customer Service Engineer (CSE) teams (or Customer Service Facilities, CSF’s) to assure operational excellence
* Develop and maintain inventory of spare parts and supplies for assigned machinery

## Qualifications for coordinator, maintenance

* BS Degree Engineering / Manufacturing technology discipline or equivalent experience in a technical maintenance role
* Functional knowledge of mechanical, electrical, and controls systems utilized in automotive industry
* Advanced knowledge of machine tool and assembly systems
* Proficient with computer systems such as Microsoft Office platform and other software
* Advanced knowledge of facility/utility systems to include power, air, water, HVAC and other mechanical systems
* In partnership with plant and reliability engineer, identify critical spare parts and ensure required inventory is on hand at all times