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# Example of Coordinator, Maintenance Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of coordinator, maintenance. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for coordinator, maintenance

* Be involved in developing and implementing the Reliability Strategy and budget for the business
* Where required assist with Base and Non Base capital projects
* Manage the critical spare parts program and store for the region
* Receive incoming work requests and enter data into Computerized Maintenance Management System (CMMS) system to generate work orders
* Overall management of data in the CMMS system, generating necessary reports, entering equipment data, and preventive maintenance schedules into the system
* Load equipment/location data into CMMS system to build asset base as received by technicians and subcontractors
* Adaptable to fast changing environment, assessing the impact of incidents or serious defects in real time
* Understand the relationship between data and impacts on the customers
* Build and input maintenance records (through INFOR EAM)
* Schedule and coordinate preventive maintenance work

## Qualifications for coordinator, maintenance

* Certificate(s) in computers or CMMS or 5 years of maintenance coordination experience in a CMMS environment
* Mechanic or Electrical Certification
* Sound understanding of maintenance strategies and principles
* Knowledge of civil, mechanic and electric concepts
* Ability to be hands on
* Ability to coordinate contractors