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# Example of Maintenance Coordinator Job Description

Our company is growing rapidly and is hiring for a maintenance coordinator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for maintenance coordinator

* Develop, organize, maintain and manage the section's Documentation Control System
* Organize, maintain and manage the section's preventive maintenance systems
* May develop non-technical training packages, conduct training presentations and develop and maintain the section's training system in support of the maintenance and plant training
* Perform administrative tasks to support manufacturing maintenance needs
* Support and maintain documentation associated with any line that manufacturing maintenance has responsibility over
* Prepare cost reports for maintenance supervisor
* Support the department with other duties as required
* In conjunction with the M&R Lead, Regional Operations Manager and the Site Supervisor, scope, cost and schedule all non-site operations maintenance activities ensuring that we take every opportunity to group maintenance jobs together with the aim of reducing plant down time and increasing staff and contractor efficiency
* Be responsible for the administration of the computerized maintenance management system for the region ensuring all assets are on the system and located at the correct site
* Ensure the business Complies with all pre contractor selection criteria and engagement requirements including inductions, insurances, qualifications, licenses, Job Safety Analysis for all standard and non-standard maintenance activities and permits

## Qualifications for maintenance coordinator

* Willingness and ability to work shift work including weekends and nights as needed
* Advanced Trades Qualification and hands on experience on the equipment
* Minimum Ten (10) years maintenance planning and engineering experience in the mining industry
* Interpersonal styles and methods to customer satisfaction and goal achievement
* Experience planning and coordinating activities for daily maintenance and preventative maintenance tasks preferred
* Typing, MS Office Suite (Word, Excel, PowerPoint, Access) and File Management