



Example of Maintenance Administrator Job Description

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Our innovative and growing company is hiring for a maintenance administrator. 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 maintenance administrator

- Prior to month-end, run report to identify any late Work Orders and provide to Regional Maintenance Coordinators and/or applicable maintenance representatives as directed
- Provide Maximo support/data entry to Regional Project Managers
- Ensure all incidents, near misses or hazards are reported and investigated to ensure compliance with the Western Australian Iron Ore incident reporting guidelines
- Use established systems to recognise and control at risk behaviours and situations
- Understand the significant HSE risks for which you have principal responsibility and ensure controls are implemented
- Provide constructive feedback to peers on a regular basis
- Assist the Central Maintenance Manager in identifying and implementing initiatives that contribute value to the business from a Shutdown and Conveyor Maintenance perspective, ensuring compliance to the Change Management Procedure
- Arrange appointments, meetings and functions for Central Maintenance management
- Diary Management for the Manager
- Coordinate appointments, accesses and arrangements for visitors

- Thorough knowledge of methods, materials, and equipment necessary for landscape maintenance, including sports turf management, pest management, irrigation management, and arboriculture
- Demonstrated ability to interpret landscape plans and organize complex landscape projects using common horticultural practices
- Knowledge of methods and procedures necessary in the development, maintenance, and construction of NCAA Division II athletic facilities
- Understand and ability to interpret the complexities of Collective Bargaining contracts, negotiation, grievance procedures, and associated labor laws/statutes
- Demonstrated customer service experience requiring a very high level of diplomacy and professionalism establish and maintain cooperative working relationships with clientele such as students, staff, faculty and co-workers
- Experience working with contractors, vendors and building professionals