



Example of Maintenance Coordinator Job Description

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Our company is growing rapidly and is looking for a maintenance coordinator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for maintenance coordinator

- Responsible for local deployment of the maintenance management system (Maximo/OMS) and coordinating with the Manager/Supervisor and technicians to create and assign all work orders such as PMs, BLM, and EMIS
- Ensure all documentation (permits, Job Plans,) are completed on a daily basis and in accordance with deadlines
- Coordinates activities with facility service sub-contractors and supply vendors including point of contact, quotations, service delivery, insect spraying, snow removal, and other misc
- BSc degree or equivalent in a relevant Engineering discipline
- Previous exposure of working within the medical devices or Manufacturing industry
- Previous exposure within a team lead/ supervisory experience and ability to make effective decisions
- Experience of working in a regulated industry (FDA, ISO etc) desired
- Identify and resolve maintenance, materials, supplies, and staffing problems
- Inspect sites regularly, responding to complaints and evaluating current status and needs
- Report on activities, budget, supplies, and planned projects

Qualifications for maintenance coordinator

- Must possess the necessary hand and motor skills needed to pull and stock

- High interpersonal effectiveness to develop and sustain positive relationships with coworkers, and strong customer service orientation
- Valid Alberta Journeyman Certificate or an Interprovincial Red Seal Journeyman Certificate, in any core trade
- Working and practical knowledge applicable of PdM technologies Vibration Analysis, Oil Analysis, IR
- Ability to create spreadsheets, reports and graphs
- Minimum 3 years related retail fueling maintenance or construction experience required