



# Example of Maintenance Coordinator Job Description

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Our innovative and growing company is searching for experienced candidates for the position of maintenance coordinator. 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 coordinator

- Maintain CMMS System working with the location Maintenance Planner
- Analyze metrics from the CMMs to improve uptime and reduce costs and maintain quality data
- Carry out planned machine and statutory inspections
- Assist to identify continuous improvement opportunities
- Assist to measure and report overall maintenance performance
- Actively promote full cooperation between the maintenance and mining operations
- Assist to prepare and control cost budgets for mobile maintenance teams
- Accountable for completion of all tasks identified in the Management Operating System Elements to the specified quality and timelines as assigned to this role
- Experience in large multi pit operations utilising large scale mining mobile (Ancillary) equipment such as Loaders 993 & 994, Graders H&M series and Dozers DT10s
- Development and maintaining of the equipment strategies workflow process on mobile equipment

## Qualifications for maintenance coordinator

- Minimum of 5 - 7 years' experience in hands-on technical mobile equipment

- Reliable transportation and the ability to travel to property locations in the Columbia and Sumter areas
- Minimum 5 years work experience coordinating oil & gas operations maintenance activities
- May provide formal supervision for 20 to 40 hourly positions when filling in for Process
- Ability to lead team meetings