



Example of Maintenance Coordinator Job Description

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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

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- 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