



Provincial Job Description

TITLE:
(147) Maintenance Coordinator

PAY BAND:
13

FOR FACILITY USE:

SUMMARY OF DUTIES:

Provides standardized and consistent data for planning, scheduling and performance of maintenance activities.

QUALIFICATIONS:

- ◆ Mechanical Engineering Technology diploma

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Intermediate computer skills
- ◆ Analytical skills
- ◆ Ability to work independently
- ◆ Communication skills
- ◆ Organizational skills
- ◆ Interpersonal skills
- ◆ Valid drivers license

EXPERIENCE:

- ◆ **Previous:** Twelve (12) months previous experience in a maintenance environment working with inventory and preventative maintenance systems.

KEY ACTIVITIES:

A. Coordinate Maintenance Activities

- ◆ **Coordinates direction of maintenance management system.**
- ◆ **Meets with end users regarding maintenance management system.**
- ◆ **Collects maintenance routines for specific equipment from maintenance supervisors and mechanics.**
- ◆ **Coordinates data entry/retrieval.**
- ◆ **Coordinates scheduling of maintenance.**

B. Inventory / Purchasing

- ◆ **Reviews, approves, purchases and maintains inventory.**
- ◆ **Maintains vendor information.**
- ◆ **Develops purchasing policy and procedures.**
- ◆ **Resolves issues (e.g., unpaid invoices, delinquent orders, damaged goods, adding new items to inventory).**
- ◆ **Provides and retrieves requested data and reports from the system.**

C. Coordination

- ◆ **Provides guidance on use of maintenance management system to staff.**
- ◆ **Assigns data entry tasks.**
- ◆ **Provides functional guidance to staff on the use of the maintenance management system.**
- ◆ **Provides input into performance appraisals and performance reviews.**

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: February 13, 2019