



# 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 throughout the region.

**QUALIFICATIONS:**

- ◆ Mechanical Engineering Technology diploma

**KNOWLEDGE, SKILLS & ABILITIES:**

- ◆ Intermediate computer skills
- ◆ Analytical skills
- ◆ Ability to work independently
- ◆ Communication, organizational and 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.**

**B. Inventory / Purchasing**

- ◆ **Reviews, approves, purchases and maintains inventory.**
- ◆ **Maintains vendor information.**
- ◆ **Negotiates bulk purchases.**
- ◆ **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 and facility manager.**
- ◆ **Assigns data entry tasks.**
- ◆ **Provides any training required throughout the region on the maintenance management system.**
- ◆ **Provides orientation to staff.**

*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.*

*Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.*

*Validating Signatures:*

*CUPE:*

*SEIU:*

---

---

*SGEU:*

*SAHO:*

---

---

*Date: 2005*

This document was created with Win2PDF available at <http://www.daneprairie.com>.  
The unregistered version of Win2PDF is for evaluation or non-commercial use only.