



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.