

Maintenance Coordinator Job Description

Our company is growing rapidly and is looking for a maintenance coordinator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for maintenance coordinator

- Responsible for local deployment of the maintenance management system (Maximo/OMS) and coordinating with the Manager/Supervisor and technicians to create and assign all work orders such as PMs, BLM, and EMIS
- Ensure all documentation (permits, Job Plans,) are completed on a daily basis and in accordance with deadlines
- Coordinates activities with facility service sub-contractors and supply vendors including point of contact, quotations, service delivery, insect spraying, snow removal, and other misc
- BSc degree or equivalent in a relevant Engineering discipline
- Previous exposure of working within the medical devices or Manufacturing industry
- Previous exposure within a team lead/ supervisory experience and ability to make effective decisions
- Experience of working in a regulated industry (FDA, ISO etc) desired
- Identify and resolve maintenance, materials, supplies, and staffing problems
- Inspect sites regularly, responding to complaints and evaluating current status and needs
- Report on activities, budget, supplies, and planned projects

Qualifications for maintenance coordinator

- Must possess the necessary hand and motor skills needed to pull and stock parts
- High interpersonal effectiveness to develop and sustain positive relationships with coworkers, and strong customer service orientation
- Valid Alberta Journeyman Certificate or an Interprovincial Red Seal Journeyman Certificate, in any core trade
- Working and practical knowledge applicable of PdM technologies Vibration Analysis, Oil Analysis, IR
- Ability to create spreadsheets, reports and graphs
- Minimum 3 years related retail fueling maintenance or construction experience required

Maintenance Coordinator Job Specification

Blia Moua



Maintenance Coordinator Job Specification:

Outsourcing Steven M. Bragg, 2006-03-24 As companies in growing numbers look to outsource functions not related to their core competencies Bragg's work provides an excellent road map Demonstrating a firm grasp of the topic he intelligently walks the reader through the maze analyzing all aspects of the process including whether the function should or should not be outsourced This is a must read for both novices and veterans alike Mary S Schaeffer Editorial Director and Publisher Accounts Payable Now Tomorrow Steve Bragg's Outsourcing gives business decision makers the insights needed to make the case for or against outsourcing The first half provides a thorough discussion of all aspects including evaluating risks and rewards selecting contracting and terminating The second half provides in depth analysis of ten different types of outsourcing services including janitorial customer service and accounting This book provides practical advice that will benefit everyone regardless of the extent of their prior experience Dr Will Yancey PHD CPA Independent Consultant Once again Steve Bragg has compiled a comprehensive well written book that will yield an excellent return on time invested by readers This is a must have guide in outsourcing for any manager whether newly exposed or an expert I came away with some great ideas from the book James A Bologna Executive Vice President and CFO Daticon Inc Use of carefully considered outsourcing can be a critical component of any corporate strategy In Outsourcing Steve Bragg has given an excellent overview of why and when outsourcing should be considered some precautionary thoughts and specifics of how to successfully implement and manage any outsourced functions He has created an excellent guide to the use of outsourcing as a means to enhance corporate success in today's challenging business climate Richard V Souders President and CEO Premier Data Services CLINICAL ENGINEERING AND ITS ESSENTIAL ROLES IN THE HEALTHCARE SYSTEM Kholis

Abdurachim Audah, Ph.D, **The Handbook of Model Job Descriptions** Barry Cushway, 2008-03-03 Providing over 200 job descriptions and updated to take account of the new Age Discrimination legislation this book is the most comprehensive and up to date resource available to create meaningful descriptions for your employees This book offers a unique time saving approach in the form of a job description builder which allows you to select featured job elements and build a complete and well structured job description Divided into two parts the first enables quick and easy assembly and personalization of any job description across a wide range of sectors such as administration and management finance and accountancy and human resources Part Two allows you to select from hundreds of job elements such as providing care and guidance client relations and project management This edition provides online access to each job description so you can personalize them to suit your own circumstances saving hours of valuable time **Decisions and Orders of the National Labor Relations Board**

United States. National Labor Relations Board, 2002 *Class Specifications* Colorado. Department of Personnel, 1987

Daily Graphic Elvis D. Aryeh, 1997-12-30 *Equipment Improvement Report and Maintenance Digest*, 1987 Daily Graphic Ransford Tetteh, 2010-03-03 *Health Maintenance Organizations* United States. Congress. House. Committee on

Interstate and Foreign Commerce. Subcommittee on Public Health and Environment,1972
Maintainability Blia Moua,1999

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