

Maintenance Coordinator

Position Summary:

The Coordinator will work with the Maintenance team and assist maintenance projects as assigned by Facilities Manager and Facilities Engineers. This position will manage the implementation of the plant's maintenance training program. This includes responsibility for testing, recordkeeping, coordinating the entire program to help advance the maintenance trainees through the process. This position will be responsible for scheduling and ensuring timely completion of preventive maintenance work orders.

Essential Functions:

- With Maintenance team to identify parts and critical spares and how best to inventory and maintain equipment.
- Coordinate the Maintenance training program including all administrative duties.
- Provide communication to Maintenance leadership on Maintenance training program and status of trainees at all times.
- Provide effective communication and orientation for new maintenance team members.
- Help maintain and coordinate Maintenance PM programs using a CMMS.
- Manage and organize maintenance incoming materials and supplies
- Work with outside vendors to schedule project and programs as assigned.
- Work with employees to resolve technical and personnel problems.
- Quote and order parts, equipment and tools as required for Maintenance staff.
- Ensure accurate and timely delivery of material, supplies and equipment for Maintenance repair and build needs.
- Cost responsibilities pertaining to repairs and other maintenance budgeting issues. Operate within the budget.
- Other duties as assigned.

Required Skills:

- Manage multiple tasks and priorities and easily adapt to changing situations.
- Able to meet deadlines and be accountable.
- Able to work flexible hours, off-shifts and weekends as needed to support Maintenance programs and training.
- Be a motivated self-starter with a strong sense of urgency and the ability to work independently.
- Maintain a positive work atmosphere with a customer focus approach to support Operations and safety.
- Strong oral and written communication skills.
- Proficient with Microsoft Office Suite especially Excel

Desired Skills:

- Highly organized, self-motivated individual who can work independently as well as in a collaborative team environment.
- Understanding of materials and supplies used in the Maintenance department.

Experience & Education

- Prefer 1+ years' experience in a manufacturing office environment
- Maintenance related experience desired.

Physical Demands

Physical Demands	Not at All	Infrequently	Occasionally	Frequently	Continually
		<1% 1-2x hr.	1-33% 3-6x hr.	34-66% 7-30 hr.	67-100% >30x hr.
Squatting		X			
Bending		X			
Kneeling		X			
Reaching		X			
Twisting		X			
Sitting in a chair			X		
Stair Climbing		X			
Ladder Climbing		X			
Other climbing (type)		X			
Walking of rough surfaces			X		
Near moving machinery			X		

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran.

Must be eligible to work in the US without sponsorship

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