

Job Identification

Employee Name:**Job Title:** Facilities Maintenance Coordinator**Division:** Bailey Metal Products Limited – Concord**Department:** Operations**Reports to:** Operations Manager**Revision Date:** June 24, 2021**Job Purpose Summary**

The main purpose of this position is to oversee facility maintenance and work with the plant Maintenance Supervisor to organize equipment maintenance. The successful candidate will organize and report on a variety of key performance indicators related to maintenance. This position will also be responsible for coordinating all building maintenance as well as implementation and administration of a CMMS. Building maintenance staff will report directly to this position and the successful candidate will be responsible to ensure the duties of those positions are carried out. The Facilities Maintenance Coordinator reports to the Operations Manager.

Responsibilities and Accountabilities

The responsibilities and accountabilities of the position include but are not limited to the following:

Facilities Planning:

- Responsible for all building maintenance, including but not limited to: HVAC, Electrical, Plumbing Lighting, Landscaping, Snow Removal, Interior Alterations, Painting, Cleaning, Security Systems, Fire Alarms, Forklifts, Cranes.
- Organize company resources and subcontractors to complete required maintenance.
- Oversee the work of the building maintenance team.
- Work closely with the plant's Maintenance Supervisor and Plant Administrator to source supplies, parts, and services related to daily and preventative maintenance.
- Provide updates to plant and office staff as required.
- Identify areas for cost savings and performance improvements.

Maintenance Planning:

- Plan the daily maintenance of plant equipment and associated systems with the plant's Maintenance Supervisor.
- Implement and oversee plant maintenance software.
- Report on and organize: new work order requests, work orders completed, emergency work orders and other key performance indicators.
- Organize and conduct efficient planning meetings.
- Order parts as required, including building and equipment related items.
- Develop, implement, and maintain procedures for preventive maintenance.

- Work with production and scheduling departments to ensure work has a minimal impact on production and order fulfillment.
- Work closely with the plant's Maintenance Supervisor and Plant Administrator to source supplies, parts, and services related to daily and preventative maintenance.
- Keep records of preventative maintenance completed as well as any equipment repairs.
- Identify areas for cost savings and performance improvements.
- Maintain electronic files on all equipment.

Human Resources:

- Identify performance requirements for the building maintenance team.
- Promote team work within and across all departments.
- Participate in hiring process, performance appraisals, and disciplinary actions for the building maintenance team.

Health and Safety:

- Maintain working knowledge of all Health & Safety policies.
- Correct and communicate on any unsafe acts/conditions to Operations Manager.
- Support and promote all aspects of the corporate Health & Safety program.
- Report all accidents/incidents promptly, conduct investigations & act on recommendations.
- Ensure all contractors follow Bailey safety requirements (documentation, WSIB, etc.).

Other:

- Participate in the company's inventory counts
- Maintain a high standard of professional knowledge, ethics and practices when dealing with customers, suppliers, peers, supervisors and other key stakeholders of the company.
- Conduct oneself in a professional manner that reflects integrity and respect towards customers, suppliers, peers, subordinates, supervisors and other key stakeholders of the company.
- Attend training sessions and seminars as recommended by the Operations Manager.
- Any additional duties as assigned.

Requirements and Qualifications

- 3-5 years of facility/maintenance planning experience.
- Knowledge of building systems such as HVAC, Electrical, Fire Alarm, Security.
- Understanding of maintenance in a manufacturing facility.
- Proficient in Microsoft Office is a necessity. Knowledge of CMMS would be considered an asset.
- Able to critically analyze data.
- Strong communication skills with fluency in English.
- Completion of high school diploma or equivalent.
- Exceptional organizational and time management skills with the ability to work with a high degree of accuracy and meet deadlines.

Working Conditions

- Fast-paced environment
- Able to physically lift material up to 50 pounds
- Able to work overtime as required

Declaration

I, _____ understand and accept the responsibilities and accountabilities stated in this job description.

Signature

Date