



The Maintenance site coordinator oversees maintenance operations to ensure machinery, equipment, and systems function smoothly.

Key responsibilities include:

- Maintenance Operations: Supervise maintenance activities, conduct inspections, and plan preventive maintenance.
- Team Management Lead and train maintenance staff, assign tasks, and monitor performance for safety compliance.
- Budget Management: Develop and manage budgets, overseeing procurement of parts and materials.
- Safety and Compliance: Ensure adherence to health, safety, and environmental regulations, maintaining documentation.
- Continuous Improvement: Implement technologies for efficiency, aiming to reduce downtime and optimize schedules.

Education:

- Bachelor's in Mechanical, Electrical, Civil Engineering, or related field.
- Maintenance management certifications (e.g., CMRP, PMP) are a plus.

Experience:

- 5-7 years in maintenance management in manufacturing, retail, or facilities.
- Strong mechanical, electrical, or building systems maintenance background.

Skills:

- Technical Knowledge: Proficient in maintenance management software; understanding of machinery, HVAC, and electrical systems.
- Leadership: Ability to lead a diverse team; strong decision-making skills.
- Communication: Excellent verbal and written skills; effective with vendors and teams.
- Organizational Skills: Strong project management; adept at task prioritization under pressure.
- Preferred Qualifications: Experience with Lean or Six Sigma principles and knowledge of energy-saving practices.

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