



LINKING A WORLD OF OPPORTUNITY

## COORDINATOR, ASSET MAINTENANCE

The **Port of Prince Rupert** is located on the scenic North Coast of British Columbia. As Canada's second largest West Coast port, the Port is strategically situated on the Pacific Rim, with the deepest natural harbour in North America and direct connections to the North American continent by CN Rail's network reach. Its facilities include modern, high-throughput coal and grain terminals, two cruise terminals and an innovative, intermodal container terminal anchoring the fastest and most reliable trade corridor on the West Coast.

**Prince Rupert** is home to amazing wildlife and wilderness adventures, unique history and cultural experiences, and the spectacular scenery of the rugged Coast Mountain Range and the Great Bear Rainforest. Easily accessible by air, rail, cruise ship, ferry or car, Prince Rupert's attractions include First Nation cultural works of art, fine North Coast galleries and boutiques, parks and walking trails, restaurants and coffee shops. A balanced lifestyle might include enjoying a round of golf on the golf course or spending time out on the water kayaking, fishing, or taking in the scenery. Reasonable housing costs, organized sports, volunteer opportunities, modern recreation facilities, community groups and festivals all contribute to a comfortable and fulfilling lifestyle for those living in this community.

Watch video clip of Prince Rupert at: <http://www.youtube.com/watch?v=OUzYCnmOZMs>

### **POSITION SUMMARY**

Reporting to the Manager, Asset Maintenance, the Coordinator, Asset Maintenance performs the maintenance administrative functions, related to the Port's terminal assets and infrastructure, and the development and implementation of various maintenance projects.

The incumbent is responsible for the operation and continuous development of the preventive maintenance program system, including but not limited to: preventive maintenance program, maintenance work orders, scheduling, tracking and documentation, charge back, requisitioning spare parts, maintaining inventory, and organizing of the stock room.

The incumbent manages various maintenance related charges.

## **MAJOR POSITION ACCOUNTABILITIES**

1. Operates, manages, maintains and optimizes the utilization of the preventive maintenance system.
2. Issues daily work orders for preventative and non-preventative maintenance activities and ensures that all information is entered into the system.
3. Catalogues invoices into the preventative maintenance system including correct coding by the proper signing authority prior to processing.
4. Creates, coordinates and maintains various costing spreadsheets and maintenance work for invoicing.
5. Completes a quarterly charge-back to tenants for maintenance services and works closely with the Accounting department on this activity.
6. Prepares maintenance-related purchase orders.
7. Manages the updates and improvements to the existing maintenance filing system.
8. Administers the petty cash account including issuing reimbursement to the maintenance crew.
9. Creates and maintains an updated database of suppliers and contractors, and their rates.
10. Coordinates facility maintenance services, including janitorial, snow removal, pest control, alarm and fire suppression systems, HVAC, garbage disposal, and other activities.
11. Assists with requisitions, schedules and records maintenance inventory and spare parts.
12. Assists with sustaining the 5S programs (Sort, Set in Order, Shine, Standardize and Sustain) for all facilities under the department's jurisdiction.
13. Assists with the necessary documentation prior to and after condition assessments are performed on PRPA's assets, as required.
14. Liaises with PRPA's stakeholders on maintenance matters, when necessary.
15. Liaises with consultants, contractors, stakeholders and other parties involved in maintenance projects when necessary.
16. Performs any other duties as directed by the Manager, Asset Maintenance.

## **WORKING CONDITIONS**

- Works in the office and on the work site.
- Regular, full-time position (37.5 hours per week).
- Regular working hours are Mondays to Fridays, 7.30 AM to 4:30 PM with a 1.5 hour lunch break.
- May at times be required to work outside during regular work hours.

## **JOB SPECIFICATIONS**

### **Formal Education**

- Completion of a college Diploma in Accounting or Commerce, or post-secondary education.
- Valid Standard First Aid certificate
- Some technical training.

### **Related Experience**

- One to three years' experience in a project accounting environment.
- Previous experience with tracking maintenance and capital costs
- Some experience with preventative maintenance software is an asset.
- Experience in skilled trades and/or asset maintenance is an asset.

### **Other Requirements**

- Knowledge on the working aspects of various trades.
- Knowledge of preventive maintenance software (e.g. ManagerPlus or any similar software) and maintenance operations.
- Good knowledge of computers and various software program, including MS Office (Outlook, Word, Excel Power Point) and Microsoft Project.
- Able to work on multiple tasks concurrently and to effectively handle changing priorities.
- Good spoken and written communication skills.
- Good relationship building skills. Able to establish and maintain effective working relationship with employees at all levels in the organization.
- Enthusiastic and self-motivated. Works well individually and in a team environment.
- Self-directed individual. Attention to details.
- Thrives in high-paced entrepreneurial and team environment.
- Demonstrated commitment to the Port's Vision and Mission.
- Possess a valid Class 5 BC Driver's License.
- Able to obtain security clearance under Transport Canada's Security Clearance Program

Individuals of aboriginal descent are strongly encouraged to apply.

Interested candidates are requested to submit their application in confidence by [September 15, 2017](#) to:

Director, Human Resources  
**Prince Rupert Port Authority**  
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Prince Rupert, B.C., V8J 1A2  
Fax: (250) 627-8980  
Email: [careers@rupertport.com](mailto:careers@rupertport.com)  
No telephone inquiries please.