

Job Description

Job Title:	Preventative Maintenance and Equipment Administrator
Department:	Plant Operations
Reports To:	Manager, Client Services
Jobs Reporting:	N/A
Salary Grade:	USG 5
Effective Date:	June 2019

Primary Purpose

Under the direction of the Manager, Client Services, the Preventative Maintenance and Equipment Administrator supports maintenance leadership and front line staff in the development, documentation and administration of a campus master preventative maintenance (PM) program and asset inventory using the Computerized Maintenance Management System (CMMS). The PM strategy supports prolonged lifecycle of campus facilities and infrastructure, while providing a safe and accessible, invitingly clean and comfortable, functionally enriched and well-maintained campus environment.

Key Accountabilities

Preventative Maintenance

The Preventative Maintenance and Equipment Administrator assists in the development, planning, documentation, and distribution of the PM work of all facility and utility systems, including, but not limited to, refrigeration, heating, ventilation, and air conditioning (HVAC), steam, condensate, plumbing, fire protection, and electrical systems using the Computerized Maintenance Management System (CMMS).

- Working closely with appropriate Plant Operations staff, including the Director, Maintenance & Utilities and Maintenance Supervisors supports the development, planning, implementation, and monitoring of the PM program for facility and utility systems, components, and equipment.
- Reviews manufacturer's operation manuals where required to assist senior staff in determining optimum frequency of preventative maintenance.
- Creates, generates and distributes PM work requests through the CMMS system.
- Monitors PM work requests ensuring supporting appropriate lifecycle and computerized workflow is functioning as desired.
- Collects and compiles data in order to provide reports to senior staff regarding the performance/scheduling of the preventative maintenance program.
- Routinely evaluates the PM program (task frequency, completion rate, timeliness, performance results, etc.) and recommends adjustments or improvements.
- Updates, maintains and files supporting documentation.
- Works with maintenance personnel to resolve questions, inconsistencies or missing data

Asset Management

- Responsible for the accurate and timely collection of equipment data, ensuring data is recorded in the CMMS in a well-organized manner so it is easily retrievable in order to facilitate maintenance of the systems.
- Researches and provides information to support the establishment of asset classification standards for the identification and reporting of building infrastructure components and related equipment.
- Data entry and maintenance of equipment standards and equipment lists through the CMMS.
- Supports the VFA capital planning and facility renewal initiatives.
- Works with the Design & Construction team to collect equipment and operational data following new construction, renovation, or other projects for data entry into the CMMS.
- Supports the Manager, Client Services in the implementation of a departmental bar coding and inventory project.

Support Strategic Plan & Continuous Improvement Initiatives

- Look for continuous improvement opportunities related to efficiency and best practices and bring forward to Manager, Client Services

Job Description

- Contribute to creation and maintenance of process and procedures related to PM and asset management.
- Assist with training of new team members and co-op students as required. Support special projects and initiatives as required.

Required Qualifications

Education

- Completion of a post-secondary program or an equivalent combination of education and/or experience.

Experience

- A minimum of five (5) years in an administration role in facilities/property management within a major institutional sector(s), such as education, post-secondary education or corporate environment.

Knowledge/Skills/Abilities

- Excellent communication and interpersonal skills, with a deep commitment to customer service.
- Keen attention to detail, flexibility and accuracy
- Sound working knowledge of property and facilities management principles, services and operations.
- Proven ability to effectively manage multiple priorities and exercise prudent judgment with minimal supervision.
- Excellent organizational skills
- Intermediate proficiency in the following programs: Outlook, MS Word, Excel, PowerPoint, Visio, ARCHIBUS.
- Experience with CMMS is essential
- Working knowledge of ARCHIBUS is an asset.
- Demonstrated commitment to teamwork.

Nature and Scope

- **Contacts:** Communicates with all levels of department staff, external departments and outside agencies in the maintenance and gathering/provision of accurate PM and asset information.
- **Level of Responsibility:** This position is responsible for supporting senior staff decisions and processes related to PM and facility equipment through the creation and maintenance of accurate data. This position has defined responsibilities and tasks and receives general guidance. Some project support as required.
- **Decision-Making Authority:** Has decision-making authority within the scope of the position, and the options available based on procedure / protocol. Complex situations are escalated to the Manager, Client Services.
- **Physical and Sensory Demands:** This position is exposed to minimal demands typical of an administrative position within an open-concept office environment. Minimal exposure to disagreeable conditions typical of a support role. High attention to detail required.
- **Working Environment:** Minimal exposure to disagreeable working conditions typical of working in an office environment. There may be periods of irregular and/or high volumes of workload.