



## MECHANICAL COORDINATOR

**Reports To:** Mechanical Maintenance Manager

**Direct Reports:** Lead Hand, Hourly Maintenance Employees

**Indirect Reports:** Contracted Resources

### **Position Summary:**

As the Mechanical Coordinator, you will be an integral part of the Management Team, assisting with the development of Trigon goals and objectives, policies, and procedures, organizational development, and coordinating the needs of Trigon with the concerns of team members. You will coordinate the activities of the Mechanical Team as well as liaise with other Trigon teams to ensure consistency.

### **Key Responsibilities:**

- Accountable to the Maintenance Manager for the productivity and the quality of the decision making of the Mechanical Team
- Work with the Maintenance Planner to update maintenance programs and schedule all preventative maintenance
- Work closely with the Maintenance Planner to schedule all plant shutdowns regarding Mechanical work
- Identify and recommend to the department manager the training needs and requirements for the department
- Maintain and up-to-date knowledge of technical and management skills
- Assume control of the decision-making process when necessary
- Assist team members to understand and implement Trigon policies and procedures
- Approve scheduled shifts, allocate work, and determine call-in situations. Record time scheduling and approve time sheets and overtime
- Assist the team to identify training needs and encourage personal achievement and growth
- Support and encourage the accident & loss prevention program and committee activities
- Establish and maintain a good working relationship with team
- Attend meetings. Present team's viewpoints and activities and relay back to own team, the information learned at the meeting
- Liaise with external contacts
- Assist in developing budgets in conjunction with the department manager and input from the team
- Acquire familiarity with maintenance computer system and particularly with the preventative maintenance system and to help supply information for data base update
- Provide a high level of practical mechanical advice and direction relating to the systems and equipment on the terminal



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- Promote the development and implementation of site wide awareness of programs to identify and minimize loss potential in all activities
- Encourage respectful interaction among team members
- Other duties as required

### Skills and Abilities:

- High degree of mechanical skills
- Excellent communication skills, both oral and written
- Demonstrated ability to motivate others and work in a fast-changing environment
- Must have a valid class 5 driver's license
- Ability to maintain confidentiality and maintain professional integrity
- Excellence in time management, scheduling and prioritization
- Attention to detail, documentation, and data retrieval in electronic and paper systems
- Advanced skills in MS Office: Word, Excel, Outlook, PowerPoint
- Manages conflict, or otherwise high-stress situations, in a professional manner
- The ability to continuously improve and promote a team culture.
- Able to work well in a group setting where work is shared

### Education and Experience:

	Minimum	Preferred
Education	Minimum Grade 12 Red Seal Millwright or Heavy Duty Mechanic	Mechanical engineering qualifications Red Seal Millwright or Heavy Duty Mechanic
Experience	Minimum five (5) years' experience in the mechanical field; Minimum five (5) years' experience in a unionized industrial operation or similar federally regulated industry.	Previous supervisory experience; Minimum five (5) years' experience in the mechanical field; Minimum five (5) years' experience in a unionized industrial operation or similar federally regulated industry.

### Apply Here:

<https://www.trigonbc.com/careers/>