



Maintenance Coordinator

McKay Metis Group is accepting applications for our maintenance team!

The Opportunity:

This is a local position working at our **Rickards Landing Shop** in **Fort McMurray, AB**. The shift for this position is **7 days on, followed by 7 days off** rotation working 12-hour days. The successful local candidate will be required to have their own transportation to/from the shop.

The Role:

The Maintenance Coordinator, working in tandem with their cross-shift counterpart, will play a crucial role in overseeing, organizing, planning, and coordinating MMG's maintenance program and projects.

Through close collaboration with the maintenance team, this role is committed to ensuring the provision of top-quality service to our clients, driving business growth, and driving innovative solutions within the maintenance division.

Accountabilities:

- Ensure precise record-keeping and accurate data entry for maintenance, equipment, assets, and repair parts.
- Generate and present comprehensive reports on maintenance operations, progress, issues, and potential areas for improvement.
- Develop and enhance fleet specific maintenance strategies in order to optimize the life cycle of the assets.
- Embrace collaboration with individuals of diverse personalities.
- Collaborate with the team and management to consistently update and enhance maintenance functions, costs, in-house requirements, and services.
- Coordinate with the team to establish the priority of work orders, optimal downtime windows, and necessary lead times.
- Provide support to other maintenance personnel by assisting with equipment repairs and conducting necessary research.
- Develop detailed cost estimates for planned work.
- Prioritize and promote a culture of safety by adhering to regulations, company and client policies, and procedures.
- Perform any additional duties as required to ensure the delivery of top-notch client services.

Requirements and Competencies:

- Minimum Class Five (5) Drivers Licence required.
 - Satisfactory 5-year Drivers Abstract.

- 2-4 years' previous experience is required.
- Ability to organize information in an effective and efficient manner.
- Thrive in a fast-paced environment task specific environment.
- Multitask while remaining organized and efficient.
- Common Safety Orientation (CSO) certification or equivalent.
- Ability to access all client sites as required.
- Physically able to complete the duties of the position.
- Successfully complete all pre-employment drug, alcohol, and physical abilities testing.

Schedule:

- **7 days on, followed by 7 days off** rotation working 12-hour days.

Salary:

- Competitive total compensation package.

Interested candidates are invited to send a copy of their resume to: HR@fmmgl.com

This position will remain open until a suitable candidate is found. We thank all applicants for their interest; however, only those who are eligible will be contacted.

About Us:

Fort McKay Métis Contracting is part of the Fort McKay Metis Group Ltd (MMG). MMG is the business arm of the Fort McKay Métis Nation (FMMN), a proud part of the community and seeking to embody their stakeholders' vision and values in all that they do.

Affiliates and partners specialize in services such as civil construction, security, rig moving, site amenities, industrial solutions, crane services, transportation, speciality and commodity, chemicals and more.

Profits generated by our business are reinvested in the community including the Fort McKay beautification program, community parks, affordable housing, post-secondary scholarships for community members, and ongoing investment in local infrastructure.

Want to know more about us? Visit: <https://www.mckaymetisgroup.com/>