**MCC Toronto**

**Maintenance Coordinator**

Work Location: 7540 Jane Street, Vaughan, Ontario

Educational Requirements:

Degree or Diploma in Mechanical / Electrical Engineering

Required Knowledge:

* Good knowledge in maintenance activities in a manufacturing factory.
* Must have some experience in PM,
* Breakdown coordination activities. Knowledge of maintaining CMMS for maintenance activities.
* Preventive Maintenance Program
* Microsoft Office (Excel, Word, PowerPoint)

Experience:

* + - Trained in Mechanical Maintenance and Maintenance Coordinator
    - Proven experience in maintenance coordination in and industrial organization.

Job Description:

Reporting to Maintenance Supervisor, the Maintenance Technician’s responsibilities will include:

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| * Orders and tracks parts and deliveries for all the Capexes and equipment we have * Runs PM system ready for customer or ISO audits * Runs Maintenance software * Takes repair calls from office or other service calls, like broken door, cracked concrete patch etc. * Read and interpret blueprints and drawings to determine breakdown issues and/or to order necessary parts. |
| * Conduct and perform planned preventive & predictive maintenance and keep maintenance records. |
| * Minimize production downtime by responding to production calls promptly. |
| * Participate in spare parts control system and follow all department rules and regulations. |
| * Support to dismantle and assemble equipment, tools and machines for repair. |
| * Comply with all regulations relating to equipment for a manufacturing facility. |
| * Record keeping of all maintenance of all activities on a daily basis. |
| * Respond to shop floor requests for problem solving assistance. |
| * Perform other duties as assigned. |

To apply, please email Nancy Barrett at [nancy.barrett@mcc-hvac.com](mailto:nancy.barrett@mcc-hvac.com)

Mobile Climate Control encourages applications from all qualified candidates. Please contact Nancy Barrett at nancy.barrett@mcc-hvac.com or 1-905-482-2750 ext. 1266 or Cell: +1+647-405-6651 if you need accommodation at any stage of the application process or want more information on our accommodation policies.