**JOB DESCRIPTION**

**JOB TITLE:** Maintenance/Training Coordinator

**REPORTS TO:** Site Services/Maintenance Project Manager

**SUBORDINATES:** N/A

**Position Summary**

Reporting to the Site Services/Maintenance Project Manager the Maintenance/Training Manger is responsible to assist in the overall maintenance of PBN’s equipment and training of employees on all PBN equipment. This fulltime salaried position is based out of the Pinehouse, SK office, typically on a Monday to Friday schedule 8am to 5pm, with no overtime. Flexibility in travelling to remote work sites and PBN offices will be required regularly pending project needs.

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This position is a Safety Sensitive Position and will require a Pre-Employment Drug & Alcohol test. As well as there will be at minimum one yearly client site pre-access test but if required more then one per year depending on site requirements. It is a requirement of the position to remain fit for duty for the duration of employment.

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**Duties and Responsibilities**

***General***

* + Assist in the development and be responsible for project implementation of PBN’s HSE program.
  + Assist in the development and be responsible for project implementation of PBN’s QA/QC program.
  + Assist with development of rates for PBN resources, such as labour, equipment, etc.
  + Attend site meetings when required and capture necessary information;
  + Collect and correlate historical project data which can be used for future bidding and charge out rates;
  + Maintain relationships with clients, consultants, subcontractors, suppliers, and internal stakeholders;
  + Other duties as assigned by the Project Manager.

***Maintenance***

* + Assist in the development and implementation of PBN’s Maintenance program.
  + Assist in ensuring all equipment is being inspected daily and maintained as per equipment manuals;
  + Maintain equipment tracking sheets to ensure PBN equipment usage;
  + Required to track all GPS and Satellite equipment data to ensure PBN procedures and policies are being followed;
  + Maintain all of the maintenance records for all PBN owned equipment;
  + Assist with forecast budgets related to maintenance and repairs of PBN equipment;
  + Work closely with Project Manager to identify and coordinate equipment resources, including but not limited to life cycles, new purchases, maintenance schedules, leasing vs buying, etc;
  + Other duties as assigned by the Project Manager;

***Equipment Training***

* + Coordinate with the HSE Manager for the development and implementation of PBN’s Equipment Training program across the company;
  + Responsible for ensuring all workers operating PBN, 3rd Party, or client equipment are adequately trained and competent to operate said equipment;
  + Responsible for ensuring training methods are up to industry standards;
  + Responsible for developing and maintaining a budget for equipment training;
  + Perform routine audits on PBN workforce to make sure they are following best practices in relation to operation of equipment;
  + Maintain a database for all equipment training and proactively reaching out to workers to retrain prior to expired tickets;
  + Communicate with PBN and client HSE to ensure site specific equipment training requirements are known and adhered to;
  + Notify all PBN supervision of any equipment training lapses or operators who are not deemed competent;
  + Other duties as assigned by the Project Manager and/or HSE Manager;

**Skills and Abilities**

In order to qualify for this role, you will need the following:

* Knowledge of the Civil/Earth works and Building Construction industries as well as construction equipment performance;
* Strong interpersonal skills and the ability to take the role as a leader of a team in order to achieve successful results;
* Familiarity with Saskatchewan Mine Regulations and Occupational Health & Safety Regulations;
* A minimum of 10-15 years’ industry experience and 5-10 years’ supervision experience;
* Valid PME training for all equipment used by PBN;
* A strong commitment to capacity building and knowledge transfer to PBN employees;
* Customer focused with the ability to build relationships and to discover and meet customer needs;
* Proficient working knowledge of MS Office suite of products;
* Strong financial skills for budgeting and cost control;
* Ability to work both independently and in a team-oriented, collaborative environment is essential.