

Maintenance Coordinator Job Description

Job Title: Maintenance Coordinator

Department: Maintenance

Reports To: Precast Manager

Location: Enniskillen, Co. Fermanagh

Employment Type: Full-Time/Permanent)

Job Summary:

We are seeking a proactive and highly organised **Maintenance Coordinator** to oversee and support the daily operations of our maintenance department and HGV garage. This role is critical in ensuring that all maintenance work is planned, compliant, and executed efficiently. You will manage the **Permit to Work (PTW) system**, coordinate **maintenance fitters**, schedule **routine servicing and inspections**, and ensure our **Computerised Maintenance Management System (CMMS)** is accurate and up to date.

Key Responsibilities:

Permit to Work (PTW):

- Administer and issue permits to work in line with company procedures and health & safety regulations.
- Ensure compliance with safety requirements during maintenance activities.
- Maintain accurate PTW records and logs.

Coordination of Maintenance Fitters:

- Schedule and assign daily tasks to fitters based on operational priorities.
- Coordinate work across shifts and departments to minimise equipment downtime.
- Ensure job documentation and feedback is collected and recorded.

CMMS Management:

- Maintain and update the CMMS with all planned and reactive maintenance activities.
- Log maintenance requests, track asset performance, and update work order statuses.
- Generate reports to support performance reviews and audits.
- Ensure daily, weekly and monthly checks are completed for all relevant departments.

Servicing, Inspections, and MOT:

- Schedule and book MOT tests in line with regulatory requirements.
- Organise and coordinate all pre-MOT inspection work to ensure vehicles are compliant and ready for testing.

- Plan and manage the routine servicing and maintenance of all mobile plant and equipment, ensuring service intervals are met.
- Liaise with drivers, operators, and external providers to ensure minimal disruption during scheduled works.

Records and Reporting:

- Maintain comprehensive maintenance records, including service logs, inspection certificates, and defect reports.
 - Prepare regular performance and compliance reports for management.
 - Support audits and compliance checks with accurate documentation.
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Requirements:

- Proven experience in a maintenance coordination, fleet, or garage operations role.
 - Knowledge of MOT test requirements and vehicle compliance standards.
 - Familiarity with Permit to Work systems and safety compliance.
 - Experience using CMMS platforms (e.g., SAP, Maximo, or similar).
 - Strong planning, communication, and record-keeping skills.
 - Ability to prioritise tasks and coordinate multiple workstreams effectively.
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Desirable:

- Technical qualification or apprenticeship in mechanical/electrical engineering.
- Background in fleet maintenance or mobile plant operations.
- Health & Safety certification (e.g., IOSH, NEBOSH).
- Knowledge of vehicle and plant servicing intervals and regulations.