

Job ID: MDS150 (AD)  
Job Posted: June 28, 2021  
Job Closes: July 28, 2021



## **Maintenance Coordinator**

Full time position  
Talbotville, Ontario (Rural location)

### **REPORTS TO:**

Head Grower

## **The Company**

Founded in 2002, Ontario Plants Propagation Limited aims to be North America's premier supplier of greenhouse vegetable transplants. Our customers put their trust in us to provide premium-quality vegetable plants year-round. To achieve this, we must hire motivated & passionate people that support our workforce and facilities.

## **Job Description/Responsibilities**

### **Purchasing:**

- Restocks consumables within the maintenance department, critical spare parts, and parts inventory
- Provides PO delivery status updates for outstanding orders from respective vendors
- Receives all deliveries related to maintenance department
- Ensures proper paperwork, Po's, packing slips and receipts are collected and forwarded to accounting team

### **Inventory Management:**

- Manages physical spare parts inventory, and ensures they are placed in appropriate storage locations
- Maintains and receives all spare parts inventory
- Organizes parts room
- Track, maintains and files warranty claims with respective vendors
- Develops and maintains an Inventory control system for all parts

### **Maintenance Planning:**

- Generates and completes PM Work Orders, and manages work order backlog
- Assists technicians during spare time
- Assists with annual machine rebuilds
- Creates PM schedule for lines
- Ensures completion of PMs at scheduled intervals (e.g., weekly, monthly, etc.)

- Coordinates with Maintenance and Production Teams to effectively execute repair work orders
- Confirms that material and labor costs are properly captured on work orders
- Maintains an excellent relationship with outside vendors
- Works order tracking and completion in both preventative maintenance and repairs

## **Requirements**

- High School Diploma
- 5+ years in inventory control
- Strong communication and problem-solving skills
- Proficient in Microsoft Office
- Highly motivated & able to work independently

## **Commitment/Work Conditions**

- Greenhouse environment in rural area
- Ability to work shifts including weekends
- Ability to work long hours when required, especially during peak seasons.
- Working in high temperatures.

## **Wage**

- Competitive wage with benefits.

## **How to apply:**

Submit your resume:

Mail: 38024 John Wise Line, St. Thomas, Ontario N5P 3T2

Email: [employment@ontarioplants.com](mailto:employment@ontarioplants.com)

Subject title: **Maintenance Coordinator**

Fax: 519 637 2449

***Ontario Plants Propagation Ltd provides accommodations for applicants with disabilities throughout the recruitment process. If you require accommodations, please contact Human Resources via the methods above or at 519-637-2119.***

***We thank all applicants for their interest. Only those meeting the requirements will be considered.***