

JOB DESCRIPTION

JOB TITLE: Corporate Equipment Manager

LOCATION: Corporate Head Office, Armstrong, B.C

REPORTS TO: Executive Group through the General Manager

Reporting to the Executive Group, to ensure that the Company's equipment assets are well preserved, the Corporate Equipment Manager is responsible for planning, coordinating and directing the operations of all mechanical locations and staff (static and field) to ensure effective maintenance and repair programs, developing repair/replace strategies and equipment safety programs of all equipment used on company job sites. The Corporate Equipment Manager also strives to minimize organizational costs through product standardization and tracking.

KEY RESPONSIBILITIES:

- Provides frequent reports to executive group regarding condition of all equipment assets
- Manages daily operations for all mechanical locations including inventory management and equipment maintenance functions
- Responsible for the planning, including the identification of mechanical deficiencies, of an effective work program to satisfy the requirements of the Preventative Maintenance Program
- Implement and monitor equipment repair/replace strategies to satisfy the requirements of the Corporate annual capital program

- Provides input into equipment procurement and disposals
- Develop and maintain a system of equipment and tools tracking, logging; including required inspections, repairs, completed repairs and warranty issues
- Ensures compliance to meet all Commercial Vehicle Inspection requirements
- Monitor mechanical work instructions & procedures to ensure they are being followed
- Assist in the training of new and existing employees in mechanical work instructions and procedures
- Assist in mechanical resource scheduling, purchasing and inventory control
- Maintaining good employee relations at all times
- Perform work site visits approximately 10 day per month
- Participate in annual budgeting process

QUALIFICATIONS, KNOWLEDGE, SKILLS & ABILITIES:

- Mechanical Journeyman Accreditation and/or Certified Equipment Technician
- A thorough knowledge of mechanical shop operations with at least 5 years' experience in supervisory role
- A thorough knowledge of mechanical repair procedures and methodologies, both at static facilities and in the field
- A thorough knowledge of mechanical repair time frames
- Comfortable with software programs including internet, email and other Microsoft Office applications
- Understanding of collective agreements within a unionized environment
- A strong ability to communicate effectively