



Electrical Maintenance Coordinator

Posted by: 1974283 Alberta Corp.

Posting date: 10-Feb-2025 **Closing date:** 09-Aug-2025

Education: College Degree

Language: English

Job location: Wood Buffalo

Salary: \$40 Per Hour

Years of Experience: 3 years

Vacancy: 1

Job Type: Full Time

Job id: CAJ3248289

Expired

Job description:

We are seeking a proactive **Electrical Maintenance Coordinator** to oversee the planning, organization, and evaluation of facility operations across commercial, transportation, and recreational properties. In this role, you will ensure the efficient management of real estate, including airports, harbors, shopping centers, convention centers, warehouses, and recreational facilities.

Additionally, you will be responsible for leading maintenance teams, optimizing operational procedures, and ensuring facility safety and compliance. This opportunity is available across a variety of industries, including office buildings, industrial sites, educational institutions, and sports complexes.

If you have strong leadership skills and a passion for facility management, we encourage you to apply!

Duties include:

- Develop and implement electrical maintenance schedules to ensure the efficient operation of equipment and systems.
- Inspect, troubleshoot, and coordinate repairs for electrical systems, ensuring compliance with safety and industry regulations.
- Supervise and guide maintenance staff, assigning tasks and monitoring performance to meet operational goals.
- Plan and oversee preventive maintenance programs to reduce downtime and extend equipment lifespan.
- Coordinate with contractors and vendors for specialized electrical repairs, installations, and upgrades.
- Ensure compliance with electrical codes, safety standards, and company policies to maintain a safe work environment.
- Monitor inventory levels of electrical components and order necessary supplies to prevent maintenance delays.
- Analyze maintenance reports and recommend improvements to optimize system performance and energy efficiency.
- Assist in budget preparation and cost control for electrical maintenance projects and resource allocation.
- Provide training and technical support to staff to enhance their knowledge of electrical systems and maintenance best practices.

Who can apply for this job?

Only apply to this job if:

- You are a Canadian citizen, a permanent or a temporary resident of Canada.
- You have a valid Canadian work permit.

If you are not authorized to work in Canada, **do not apply**. The employer **will not respond to your application**.

How to apply

By email

theboisconsultants@gmail.com

Advertised until

To be determined

To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: theboisconsultants@gmail.com

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