



Maintenance Planner

Fero Waste and Recycling Inc, a division of The Municipal Group of Companies, is a solid waste company that services New Brunswick and Nova Scotia. We currently have an opening for an energetic, motivated individual to take on the position as Maintenance Planner based in our Truro, Nova Scotia location.

Primary Duties and Responsibilities:

- Reports to the Fleet Maintenance Manager;
- Plan and coordinate daily maintenance and after-hours service calls for various pieces of equipment, and ensure that maintenance information is accurately entered into our computerized maintenance management system;
- Assign work to maintenance personnel and ensure that the work is completed on schedule and in compliance with safety and cost objectives;
- Work closely with managers to continuously improve processes and procedures, and ensure that they are followed;
- Coordinate with operations staff to schedule maintenance (as much as possible) during scheduled equipment downtime, to help optimize equipment utilization;
- Analyze maintenance requirements and provide reports to support management team;
- Perform audits of work orders, tools and safety documentation to help ensure continued compliance.
- Ensure the safety of fellow employees;
- Assume other duties and responsibilities as you develop and/or in response to changing circumstances within the company.

Required Knowledge, Skills, Abilities, Education, and Experience:

- 4-5 years previous experience in maintenance, project coordination and/or other relevant work experience;
- Mechanic or equivalent experience would be considered an asset but not necessary;
- Able to deal with people tactfully, diplomatically and professionally at all times;
- High attention to detail when completing tasks;
- Ability to multitask and complete tasks in a timely and efficient manner;
- Ability to organize and prioritize work effectively;
- Computer literate (intermediate to advanced level) with MS Office suite (i.e. Word, Excel and Outlook);
- Working safely is a condition of employment.

Working Conditions:

Maintenance Planners require the use of personnel protective equipment (PPE) such as a hardhat, steel toe boots, and a reflective vest to minimize risks while on the work site.

A comprehensive pension and benefits package are offered with this position along with opportunities for advancement, training, and development.



Application Process:

Completed applications should be submitted to:

Human Resources

Attention: HR

Via Email: hr@fero.ca

Please reference "Maintenance Planner" in the subject line.

We are an equal opportunity employer that encourages all interested candidates to submit a detailed resume.

We would like to thank all those who apply; however only those selected for an interview will be notified.