


Job Description

Job Title: Preventative Planned Maintenance Coordinator

Reporting To: Estates Admin Manager & Executive Group Coordinator

Job Overview:

The Preventative Planned Maintenance Coordinator is responsible for assisting in the planning, scheduling, and monitoring of preventive maintenance activities across all facilities, equipment, and assets. The role involves managing maintenance schedules, ensuring timely execution, maintaining accurate records, and liaising with contractors and internal teams to ensure compliance with regulatory and safety standards. The Preventative Planned Maintenance Coordinator helps optimise the efficiency and longevity of assets through effective planned maintenance coordination.



Location: Victoria / Remote

Salary: \$70,000 - \$80,000 Annum

Hours: 38 PW

Job Responsibilities:

The post holder will be responsible to the Group Head of Business Development and will.

- **Schedule and Coordinate PPM Tasks:**
 - Organise and schedule routine maintenance for building compliance, (Fire, electrical, water, etc.).
 - Ensure that all maintenance is conducted in compliance with internal policies, safety standards, and manufacturer instructions.
 - Maintain and update a detailed maintenance calendar to ensure timely completion of tasks.
 - Keep internal notes up to date to keep team coordinated with status of compliance.
- **Record Keeping and Documentation:**
 - Maintain accurate and up-to-date records of all maintenance activities, including service reports, and inspections.
 - Ensure compliance with company policies by keeping compliance and documentation within expiry dates.
 - Maintain contractor insurance details.
- **Communication:**
 - Communicate with internal departments, contractors to ensure smooth coordination of maintenance activities.
 - Act as key contact for maintenance documents, updates, and queries for internal staff .
- **Data Management and Reporting:**
 - Compile and generate regular reports on maintenance activities.
 - Analyse maintenance data to identify trends, potential improvements, and areas requiring additional attention.
- **Compliance and Safety:**
 - Ensure all PPM tasks are carried out in line with health and safety regulations.
 - Assist in audits and inspections to ensure facilities and equipment comply with relevant standards and regulations.
- **Support Continuous Improvement:**

- Contribute to continuous improvement initiatives by suggesting improvements to existing maintenance using of systems (Infraspeak).
- Assist in feedback evaluation of service contractors and report any issues to Estates Admin Manager & Executive Group Coordinator.

Personal Qualities

Supporting Saludem: Leads by example and represents Saludem positively and accurately.

Taking responsibility: Takes responsibility for, maintaining a no blame culture while ensuring people are accountable and can learn from their mistakes.

Solving problems: Anticipates risks and works across teams to deal with and find resolutions.

Valuing People we support Ensures that teams consistently deliver quantifiably excellent customer service.

Working as part of a team: Builds and maintains performance by coaching, mentoring, developing and managing effectively.

Our Values

- We are **Supportive** by promoting opportunities for everyone so they can reach their full potential
- We are very **Ambitious** to provide the best possible outcomes for the people who use our services
- We are **Loyal** because we put the people that we support and our staff at the center of everything we do, and we deliver on our promises. We also are committed to ensuring that our services are meeting the needs of all stakeholders
- We are **Unique** because we are ambitious and innovative about the diversity of the services that we provide without compromising quality
- We are **Transparent** by being open, honest and fostering a culture of mutual respect. We promote a culture where we learn by our experiences, and we are committed to doing things better and setting the highest standards in what we do
- We are **Engaging** because we work in partnership with the people that we support, our staff and all our stakeholders
- We encourage everyone to experience a **Meaningful** life by being aspirational and by offering opportunities

