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# KAWARTHA ETHANOL INC.

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6830 HWY #7, Havelock, Ontario, K0L 1Z0

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Kawartha Ethanol Inc. is a state-of-the-art ethanol production facility located in Havelock Ontario. We currently have the opportunity for the following position.

## Maintenance Coordinator

Kawartha Ethanol is a four shift 365 day/yr. operation. The available position is a Monday to Friday responsibility based on a 40-hour work week.

### Responsibilities / Expectations

- Provide information and prepare work schedules for shutdown, and regular maintenance work
- Prepare weekly schedule and facilitate weekly scheduling meeting
- Communicating with vendors regarding material sourcing, purchasing, shipping, and receiving discrepancies.
- Maintaining up-to-date vendor files, contact information, catalogues, comparative data and other information related to purchasing
- Work order creation and processing through the use of a Computerized Maintenance Management System (CMMS)
- Responsible for creating and maintaining equipment records
- Forecasting and inventory management
- Participate in continuous improvement initiatives
- Developing and maintaining Preventative Maintenance files for equipment
- Other duties as assigned

### Preference will be given to candidates who have accomplished any of the following:

- Completion of a mechanical / electrical trade or technical post-secondary diploma or degree (e.g. mechanical technician / technologist or millwright)
- Purchasing or CMMS experience an asset
- Experience with KPI's

### Skills listed below would be considered an asset:

- Excellent organization, time management & communication
- Strong work ethic with the ability to excel in a fast paced, time sensitive environment
- Detail oriented, accurate, and the ability to maintain an on-site material inventory
- Excellent follow-through skills and the proven ability to take initiative
- Proficiency with Microsoft Office
- Proven multitasking skills with strong prioritizing abilities

*Kawartha Ethanol offers a pleasant work environment, competitive wages & a benefit package.*

If you are interested in pursuing this opportunity, please email your **Resume & Cover Letter** stating the **Position** and your **Salary Expectations** in confidence to: [Info@kawarthaethanol.ca](mailto:Info@kawarthaethanol.ca)

**NO PHONE CALLS PLEASE**

We thank all who apply, but only those applicants selected for an interview will be contacted.

KEI welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.