

What we do

CIF Construction is a premium heavy civil contractor specializing in concrete and earthworks across Western Canada. We deliver high-quality infrastructure projects for the mining, energy, forestry, oil & gas, and transportation sectors. With our own diverse fleet of equipment, including portable batch plants, we self-perform a wide range of services such as survey, scaffold, concrete, formwork, reinforcement, and cellular concrete. We are experienced in working in remote locations and challenging conditions.

Position Summary

This is a unique opportunity for a highly organized and relationship-focused Service & Preventative Maintenance Coordinator to optimize and manage our preventative maintenance program. This role works closely with project managers, purchasers, mechanics, supervisors, and administration to coordinate service activities, improve maintenance processes, and train personnel on preventative maintenance systems.

The ideal candidate excels in communication, relationship management, and organization, and thrives in a fast-paced environment where priorities shift and collaboration is essential.

Key Responsibilities

Preventative Maintenance & Program Management

- Manage, build, and continuously improve CIF's preventative maintenance program
- Monitor and coordinate preventative maintenance service schedules
- Train personnel on preventative maintenance processes and systems
- Track and coordinate CVIs, NDTs, permits, and insurance requirements

Service Coordination & Work Orders

- Create work orders and maintain control through completion
- Ensure work orders are accurate, complete, and fully documented
- Prioritize urgency of repairs and coordinate timelines accordingly
- Ensure efficient and consistent communication across all departments throughout the work order process

Team Collaboration & Communication

- Work closely with mechanics to ensure clear communication of repair details, accurate diagnoses, and timely completion
- Coordinate all work orders between site locations and home base
- Communicate effectively with all team members

Equipment & Logistics

- Track equipment movement and locations
- Coordinate shipping and receiving of parts and equipment

Administrative, Safety & Compliance

- Maintain accurate service department records and filing systems
- Analyze technical data to determine appropriate service procedures
- Maintain up-to-date technical training and knowledge
- Maintain a clean and safe work area
- Make safety a top priority, following all safety rules and regulations ensuring equipment is in compliance and operating as intended
- Complete other duties as assigned

Qualifications & Skills

- Minimum of three (3) years' recent experience as a Service Advisor or Service Writer in an automotive, commercial transport, or heavy-duty mechanical environment
- Mechanical aptitude and familiarity with various makes and types of equipment
- Experience using a computerized maintenance management system
- High school diploma (Grade 12) or equivalent
- Valid Class 5 BC Driver's License
- Strong customer service and conflict resolution skills
- Excellent verbal and written communication abilities
- Proven ability to coach, mentor, and motivate team members
- Intermediate proficiency in MS Office (Word, Excel, Outlook)
- Ability to lift up to 50 lbs
- Analytical, solution-oriented, and confident in decision-making
- High attention to detail and strong organizational skills

This position is based in Prince George, BC, Monday to Friday, 10-hour days, at a rate between \$37.85 and \$45.91 per hour commensurate on experience.

Why Work at CIF

At CIF, employees benefit from a work-life balance with flexible time off and rewarding compensation that includes RSP contributions & competitive health benefits. We support a culture that prioritizes working safely to ensure everyone can enjoy days off with those most

important to them. As an established company with over 30 years of success, CIF offers a stable and trusted workplace with low turnover, thanks to its dedicated team of long-standing employees.

If the role and what we offer is what you're looking for, please send your resume to ***jobs@cifcon.com***