



Position Description

POSITION: Equipment Records Coordinator

SUMMARY OF POSITION: The Equipment Records Coordinator is responsible for developing, maintaining, and managing ARROW's equipment records and documentation system. This role ensures the accurate storage, retrieval, and organization of critical equipment files; including historical and newly commissioned assets while supporting alignment with maintenance planning, procurement, and regulatory requirements. A key part of the role involves transitioning legacy records into an electronic system and maintaining data accuracy. In addition, the position supports warehouse activities such as inventory tracking and material handling. This role is essential to ensuring that ARROW's equipment documentation is accurate, accessible, and fully integrated into operational planning.

REPORTS TO: Information & Technology Manager

Key Responsibilities:

- Equipment Records Management – (45%)
 - Develop and implement a structured document control system (DMS) for equipment files, ensuring consistency, accessibility and under the broader DMS parameters of the organization.
 - Organize and maintain both digital and physical records, including maintenance manuals, service reports, and as-built drawings.
 - Work closely with the Maintenance Manager to ensure records align with preventive maintenance (PM) schedules and asset management strategies.
 - Coordinate the transition of historical equipment files into electronic format, ensuring data integrity and accessibility.
 - Coordinate the transition of Train 4 equipment files post commissioning.
 - Ensure compliance with document retention policies and industry regulations related to asset management.
- Data Entry and System Administration – (30%)
 - Input and update equipment-related data into the Computerized Maintenance Management System (CMMS) and other digital platforms in collaboration with the Document Controller and Corporate Services Coordinator.
 - Maintain accurate records of equipment specifications, maintenance history, and parts inventory.
 - Support the development of standardized templates for equipment documentation and maintenance tracking.
 - Conduct regular audits to verify accuracy and completeness of equipment records.
- Stakeholder Coordination and Support – (25%)
 - Collaborate with maintenance, procurement, and operations teams to ensure documentation aligns with equipment lifecycles.
 - Assist in retrieving and providing equipment documentation for inspections, audits, and maintenance planning.
 - Liaise with vendors and contractors to obtain and update technical documentation.
 - Support the commissioning of new equipment by ensuring proper documentation is acquired and filed.

Qualifications:

- Post-secondary diploma or certification in Records Management, Document Control, Asset Management, or a related field.
- Minimum of 3 years of experience in records management, document control, or asset data administration.
- Strong proficiency in document management systems, CMMS software, and Microsoft Office Suite.
- Detail-oriented with excellent organizational and data management skills.
- Ability to work collaboratively with multiple departments and external stakeholders.

Additional Information:

- Experience in industrial, municipal, or utility environments.
- Knowledge of maintenance planning, procurement documentation, and regulatory compliance related to equipment records.
- Certification in Records and Information Management (RIM) or Asset Information Management is an asset.