



## JOB DESCRIPTION

Job Title: EAM Coordinator Position Number: 95-19

Incumbent: Vacant Effective Date: May 2026

Employment Status: Permanent Pay Level:      Bargaining Unit:  Yes  No

Supervisor's Title: Director, Maintenance Department: Operations

### SUMMARY

The EAM Coordinator is responsible for the administration, optimization, and continuous improvement of Yukon Energy's Enterprise Asset Management (EAM) system. This position supports the organization by ensuring system integrity, effective cross-departmental use, accurate data management, robust reporting, and alignment of asset management practices with business processes, budgets, and regulatory requirements.

The EAM Coordinator acts as a system super-user, liaison between departments and external vendors, and a project manager for EAM-related capital projects, system integrations, reporting initiatives, and user training. All work shall be carried out in accordance with Yukon Energy's policies, guidelines, and procedures.

### DESCRIPTION

#### **EAM System Administration and Data Management**

- Builds, enters, maintains, and audits the equipment register, master data, job plans, maintenance schedules, cost codes, and asset structures within the EAM system.
- Ensures data integrity, consistency, and accuracy through routine audits and corrective actions.
- Implements front-end configuration changes in EAM (e.g., department structures, asset hierarchies, user access and dashboards which require an understanding of SQL coding and database table management).
- Manages EAM licenses, users, and access controls.

#### **Reporting, KPIs, and Analytics**

- Produces EAM-based reports and responds to information requests from staff across the organization.
- Develops, manages, and maintains EAM-related KPIs.
- Creates reports to support maintenance planners, EAM users, and management.
- Prepares presentations and summary reports for senior management and the Board of Directors.
- Leads and supports reporting initiatives and reporting tool improvements.



## JOB DESCRIPTION

### **User Support, Training, and Best Practices**

- Acts as an EAM super-user and troubleshoots system and workflow issues.
- Coordinates with external vendors and IT support on technical issues.
- Develops user guides and system documentation.
- Coordinates and delivers EAM training to users across the organization.
- Provides guidance on EAM best practices, including work order creation and cost coding.

### **System Improvements, Integrations, and Projects**

- Oversees and supports minor and major EAM system improvements and upgrades.
- Facilitates stakeholder meetings and coordinates contractors and consultants.
- Supports and manages EAM system integrations with other corporate systems.
- Attends discovery sessions for new EAM modules and system enhancements.
- Manages capital projects related to EAM upgrades, improvements, and integrations.

### **Financial and Compliance Support**

- Oversees budgets and forecasts for EAM operations, maintenance, and capital initiatives.
- Provides EAM data and reports to support audits and regulatory compliance.
- Works with Finance, Engineering, Procurement, and Operations to align EAM with financial controls.

### **Communication and Collaboration**

- Acts as a liaison between departments to promote effective and consistent use of the EAM system.
- Communicates system changes, enhancements, and best practices.
- Collaborates with Asset Management, Operations, Engineering, Finance, Procurement, and IT teams.

### **Other**

- Adheres to Yukon Energy's safety standards and corporate policies.
- Maintains confidentiality of corporate information.
- Performs other related duties as assigned.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

### **Education and Experience**

- Post-secondary education in engineering, information systems, business, asset management, or equivalent education and experience.
- Demonstrated experience supporting or administering an EAM/CMMS system in a utility or industrial environment.
- Experience with system integrations, reporting, data management, and user support.
- Experience with budgeting, forecasting, and capital project management is considered an asset.

### Knowledge and Skills

- Strong knowledge of Enterprise Asset Management systems and asset management best practices.
- Understanding of maintenance and asset management workflows in a utility or industrial setting.
- Strong analytical and problem-solving skills.
- Excellent written and verbal communication skills.
- Strong collaboration and stakeholder engagement abilities.
- Ability to manage multiple priorities and initiatives.
- Proficiency with database-driven systems, reporting tools (Power BI, COGNOS), and Microsoft Office and SharePoint.
- SQL coding skills

<b>WORKING CONDITIONS</b>
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The majority of work is performed in a normal office environment. Occasional exposure to field or plant environments and outdoor weather conditions may occur. Travel may be required.