

MAINTENANCE AND REPAIR COORDINATOR

CLASS DESCRIPTION

General Responsibilities:

This is responsible supervisory work in directing assigned skilled and semi-skilled workers in shop and building maintenance activities, and de-centralized vehicle repair and maintenance. This class is characterized by independent judgment and discretion in scheduling and supervising employees. Reporting to a Public Works General Supervisor, work is reviewed for compliance with established procedures and standards.

Examples of Duties and Responsibilities:

Train, assign, supervise and evaluate workers in the repair and maintenance of buildings and facilities. Oversee capital budget projects.

Inspect buildings and equipment for maintenance and repair needs.

Develop and oversee inventory system(s). Requisition supplies and materials. Coordinate contract repair work. Assist crew in building, mechanical, equipment and vehicle repair work as necessary.

Assist in monitoring yard waste drop-off sites.

Maintain daily vehicle inventories and assist in the equipment maintenance and equipment replacement schedule.

Interact with the public in coordinating repairs to property damaged by City vehicles/equipment.

Monitor fueling sites and order fuel as appropriate to ensure there is not a fuel shortage.

Monitor and test fire and security systems as needed.

Prepare and maintain related cost, time, material and personnel records.

Coordinate special projects with other divisions.

Perform related duties as required.

QUALIFICATIONS

Knowledge, Skills and Abilities:

Thorough knowledge of methods, techniques, tools and materials used in varied building, mechanical and vehicle maintenance work. Working knowledge of related occupational hazards and safety precautions. Working knowledge of and ability to use computer software applicable to the duties of the position. Knowledge of supervisory principles and practices. Skill in the operation of standard tools and equipment used in building maintenance and

mechanical repair work. Ability to schedule and plan maintenance and repair projects. Ability to supervise skilled and semi-skilled workers. Ability to interpret blueprints, manuals, sketches and penciled layouts. Ability to maintain related records and reports. Ability to operate a motor vehicle. Ability to communicate effectively both orally and in writing. Ability to work effectively with multi-cultural communities. Ability to maintain adequate attendance.

Training and Experience:

Generally, positions in this classification will require:

Three years of experience as a skilled maintenance worker performing building and mechanical maintenance and repair work, which included or was supplemented by related leadership experience. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

Specific training and experience requirements will be established at the time of recruitment.

Necessary Special Qualifications:

Possession of a valid driver's license.

Physical Requirements:

This position requires work outdoors in all types of weather. The incumbent will be expected to physically visit sites throughout the City in order to effectively supervise staff.

Department/Division	Comp. Group	Range
Various	18	07

Approved: _____
Brad Wirtz
Human Resources Director
Date