

MAINTENANCE COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves the responsibility of full supervision of all divisional supervisors responsible for total maintenance including electrical, plumbing, heating, air conditioning, carpentry and grounds keeping. This class differs from others insofar as the incumbent has the responsibility for layout, design and preparation of specifications for purchase of all mechanical components for the overall operation of County owned buildings and grounds. Supervision is exercised over a large staff of maintenance and custodial personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Acts as General Assistant to Deputy Commissioner of Public Works, Buildings and Construction Division, in charge of total maintenance program and new construction;

Assigns divisional supervisors to various repair and maintenance of mechanical componentry in all County buildings;

Maintains preventative maintenance programs including daily logs and time sheets for all line supervisors and maintenance personnel;

Assists Deputy Commissioner in planning of replacement as well as new construction mechanical systems;

Prepares specifications for the purchase of mechanical parts and componentry;

Supervises the total maintenance and upkeep of Olympic size swimming pool.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Comprehensive knowledge of all trades relating to the total maintenance of large scale buildings, grounds and recreational sites; comprehensive knowledge of budgeting and purchasing procedures covering all trades; ability to layout and inspect the work of divisional supervisors and building tradesmen; ability to obtain the cooperation of others; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. High school graduation or possession of a high school equivalency diploma and five (5) years of supervisory experience in large scale building maintenance activities; **OR**
- B. Seven (7) years of construction and maintenance experience in large scale building maintenance, five (5) of which shall have involved supervisory experience in large scale building maintenance activities.

Maintenance Coordinator
Classification: Competitive
Union: UCSA
MGT

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