



MAINTENANCE COORDINATOR

Classification Specification

City of Springfield, Oregon

A classification specification defines the general character and scope of responsibilities of all positions within a job classification. This description does not list every duty for a given position; specific position assignments will vary depending on business needs.

General Information	
Classification Title	Maintenance Coordinator
Classification Code:	MNTCRD
Effective Date:	7/1/2011
Pay Grade:	B23-B24
FLSA Status:	Non-Exempt

Classification Summary

The Maintenance Coordinator is responsible for scheduling, leading, and reviewing the work of an assigned Operations crew that could include; ensuring the application of correct, safe, and effective work methods by conducting site inspections; scheduling work crews and arranging for necessary equipment and materials; assisting with the development of short and long-range goals; and investigating and responding to public questions and concerns.

Following are descriptions of the competency levels:

Journey Level – Applies some advanced skills to the position or specialization; may adapt procedures, processes, tools, equipment and techniques to meet the more complex requirement of the position.

Advanced Level – Applies advanced skills to the position or specialization; adapts procedures, processes, tools, equipment and techniques to accomplish the requirements of the position.

Distinguishing Characteristics

- This is the third level in the Maintenance classification series (see Maintenance Specialist B21-B22).
- Maintenance Coordinators focus on how to carry out the operations of the process specified by higher level positions. This position has a choice as to how and when the operations are carried out, but not as to what operations constitute the process.
- Includes lead responsibilities for individual crews.

Essential Duties

The duties listed below are a typical sample; position assignments may vary.

1	Coordinates with Operations supervisor and schedules and oversees crew activities.
2	Provides coaching, training, and instruction to crew members; may develop training exercises.
3	Maintains records and reports on activities and operations and responds to public complaints and/or concerns.
4	Assists supervisor in developing short and long range plans; participates in budget development.

Essential Duties	
5	Coordinates and evaluates the work of contractors, as assigned.
6	May perform the duties of the Maintenance journey.
7	Provides lead direction over technical and functional duties for lower level staff.
8	Actively supports an inclusive and respectful work environment.
9	Performs other duties of a similar nature or level.

Qualifications	
<i>An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.</i>	
Training & Experience: High School Diploma or GED; and 3-5 years of progressively responsible maintenance experience.	
Licensing and/or Certification Requirements: <ul style="list-style-type: none"> • Dependent on area of assignment and competency level. 	
Knowledge Required: <ul style="list-style-type: none"> • Principles, practices, methods, procedures of assigned area of responsibility; • Equipment, tools and materials and supplies in assigned area of responsibility; • Computer applications and other systems related to assigned area; • Worksite safety rules, regulations, practices and procedures; • Work scheduling principles; recordkeeping principles; • Methods and procedures in handling hazardous equipment and/or materials; • Inclusive and respectful work place practices. 	
Skills Required: <i>(Demonstrated skill in performing the following)</i> <ul style="list-style-type: none"> • Developing and maintaining respectful and inclusive work relationships; • Performing assigned duties in a safe manner; • Operating complex equipment and utilizing tools/materials; • Organizing, leading, training, and reviewing the work of employees and crews; • Planning, prioritizing, and scheduling work with necessary documents, materials, tools, equipment; • Using computers and related software as required in area of assignment; producing reports; • Applying and explaining applicable principles and practices within scope of position; • Communication, interpersonal skills as applied to interaction with coworkers, management, the general public, etc. sufficient to exchange or convey information and to receive work direction; • Strenuous physical labor in sometimes adverse weather conditions, as relevant to area of assignment; • Working effectively with clients, co-workers, employees and supervisors from diverse backgrounds. 	

Physical Requirements	
Heavy Work as defined in the classification specification. Further definition of the physical requirements of the position can be found in a job task analysis.	
Position frequently works in varying outdoor weather conditions and frequently works near moving mechanical equipment. Employees in this position may be called upon to perform strenuous physical work outdoors, and to lift objects that could weigh a maximum of 80 pounds.	

Physical Requirements

On occasion employees in this classification may be called back to work during unscheduled hours due to problems and emergencies.

Classification History

2011.07 – Adopted
2013.02 – Modified by Human Resources
2017.08 – Revisions by HR