

PREVENTATIVE MAINTENANCE COORDINATOR

DEFINITION

To plan, organize, coordinate and implement the preventative maintenance management program within Environmental Utilities; to provide expertise in proactive maintenance operations and activities; to test, implement and maintain asset management databases and systems and to perform a variety of professional and technical level tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned management staff.

May provide technical and/or functional supervision to system maintenance personnel as appropriate.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for proactive maintenance operations and activities, implement policies and procedures.

Develop and implement a proactive maintenance program by compiling and evaluating maintenance operations data related to Environmental Utilities water and wastewater process operations and equipment; determine operating efficiency and effectiveness, including compliance with various regulatory requirements, and make recommendations regarding continued maintenance versus replacement.

Evaluate operations and activities of assigned responsibilities, including identifying maintenance trends and recommending improvements and modifications to equipment, maintenance activities and operations, and materials/stores procurement and inventory management.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for preventive maintenance operations and activities; monitor and control expenditures.

Participate in the preparation of plans and specifications for parts/materials and services related to repair and modification of infrastructure; participate in the selection of contractors/vendors; and participate in the review of submittals for compliance with various federal, state, and local regulations and requirements.

Perform technical duties in the analysis, design, programming, testing, installation and maintenance of asset management systems.

Preventative Maintenance Coordinator

- 2 -

Research, compile and prepare reports and documentation on various assigned projects; analyze overall program components and develop, recommend, and implement modifications; maintain records of findings and corrective actions; prepare periodic status reports.

Represent the preventive maintenance function on committees, outside organizations; and at staff subcommittees as necessary, coordinate maintenance program activities inside and outside the organization.

Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of asset management systems administration, including preventive and predictive maintenance systems.

Water and wastewater operations and equipment, including instrumentation, electrical, control, and mechanical methods and technology used in the maintenance, operation, and upgrading of utility facilities.

Principles of budget monitoring.

Pertinent local, State and Federal laws, ordinances and rules.

Ability to:

Organize, implement, direct, and coordinate a variety of preventive maintenance management activities and operations in a water and wastewater utility environment.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Preventative Maintenance Coordinator

- 3 -

Interpret and explain pertinent preventive maintenance standards and department policies and procedures.

Assist in the development and monitoring of an assigned program budget.

Develop and recommend policies and procedures related to assigned activities.

Use a personal computer and appropriate programs to enter, maintain, and analyze data, monitor projects, and prepare reports and correspondence.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

May provide technical and/or functional supervision to lower level plant maintenance and office support staff as appropriate.

Experience and Training

Experience:

Five years of increasingly responsible maintenance experience in water operations, wastewater operations, and/or an industrial environment, two of which have been in working with databases and reporting software.

Training:

An Associate's degree or 60 semester units of college level course work including 18 units in a major field of study and 21 units in general education from an accredited college or university, preferably with major course work in computer science, civil, mechanical or electrical engineering technology or a related field. Two years of additional related work experience can substitute for an Associate's Degree.

License or Certificate

Possession of a valid California driver's license by date of appointment.

06-01-18

04-15-06 Preventive Maintenance Coordinator

09-19-01 Preventive Maintenance System Specialist