



APRIL 2021
FLSA: NON-EXEMPT

MAINTENANCE COORDINATOR

HOURLY PAY RANGE: \$19.47- \$25.62

DEFINITION

Under general supervision, performs a wide variety of skilled technical maintenance, repair, installation, alteration, and construction activities of District aquatic facilities, parks, park landscapes, and park facilities, involving carpentry, plumbing, painting, heating, ventilation, and air conditioning (HVAC), and electrical trades; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory staff. Exercises technical and functional direction over and provides training to lower-level or less experienced staff on a project basis or as assigned.

CLASS CHARACTERISTICS

This is the -journey level of maintenance class series that performs the full range of skilled trades required to ensure that District infrastructure, systems, and facilities to which assigned are maintained in a safe and effective working condition and provide the highest level of safety for public and staff use. Incumbents are primarily responsible for performing skilled work in a specialized area of expertise requiring special licenses and/or certification. The class is distinguished from the Maintenance Supervisor in that the latter is a first-line supervisor overseeing the work of maintenance staff.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs skilled maintenance and repair of District aquatic facilities, parks, and facilities, including lawn maintenance, trimming, and pruning bushes and shrubs, and basic carpentry, painting, plumbing, electrical work, heating, ventilation, and air conditioning (HVAC), and pool maintenance; assists with semi-skilled work as needed.
- Performs routine to complex pool area repair and maintenance, including control circuits, motors, wiring, electrical circuits, ventilation gear, pumps, pipes, feed lines, dehumidifiers, telemetry systems, and other equipment; maintains water chemistry and safely handles and stores hazardous chemicals; inspects and performs maintenance on dehumidifiers; and ensures the cleanliness of assigned facilities.
- Repairs and replaces plumbing fixtures, including sinks, toilets, faucets, and pipes.
- Performs journey-level carpentry work, including the construction, installation, remodeling, and repair of cabinets, partitions, walls, windows, doors, roofs, foundations, and other carpentry work.
- Performs electrical repair, installation, and troubleshooting of faulty outlets, light ballasts, switches, light fixtures, and transformers; installs electrical, conduit, and wiring; installs hardware and wiring for computers; puts connectors on cabling; moves phone lines.
- Prepares surfaces for painting or repainting; appropriately applies paint, varnish, shellac, enamel, lacquer, and other protective or decorative finishes to various interior and exterior surfaces using and operating the appropriate equipment.
- Assists in the recruitment and selection of staff and provides recommendations; provides supervision, training, orientation, and guidance to assigned staff; assists in the preparation of work schedules; provides input and documentation for performance evaluations.
- Assists with the selection and supervision of independent contractors and helps monitor existing contracts with service providers.
- Installs, adjusts, repairs, inspects, tests, calibrates, troubleshoots, maintains, and services a wide variety of HVAC and refrigeration equipment.
- Performs general custodial and maintenance duties, including cleaning, stocking, and repairing restrooms and equipment, painting buildings, changing lights, resurfacing floors, and picking up trash.
- Operates, maintains, and repairs a variety of mechanical and power tools, equipment, and testing instruments.

- Reads and interprets technical manuals, sketches, and diagrams to facilitate installation, servicing, repair, and replacement services and activities.
- Observes safe work methods and makes appropriate use of related safety equipment; ensures compliance with applicable Federal, State, and local laws and regulations.
- Maintains public facilities, storage sites, and other work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- Routine monitoring and site cleanup of park lands
- Maintains accurate manual and computerized logs and records of work performed and materials and equipment used; prepares reports as required.
- Responds to requests and complaints from the public and answers questions or refers to supervisor, as necessary.
- Responds to and performs emergency repairs and other emergency services as necessary.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic principles and practices of employee supervision and training.
- Basic principles of government-based budgets and procurement practices.
- Principles, practices, methods, equipment, materials, and tools used in maintenance and repair of District buildings and facilities, including carpentry, plumbing, painting, mechanical and electrical, and landscape work.
- Principles, theories, and standard practices of several skilled maintenance trades as they apply to maintenance and repair of parks, facilities, and related equipment as found in the District.
- The operation and minor maintenance of a variety of hand and power tools, vehicles, and power equipment.
- Applicable Federal, State, and local laws, codes, and regulations.
- Occupational hazards and safety equipment and practices related to the work.
- Modern office practices, methods, computer equipment and basic computer software.
- Principles and procedures of record keeping and reporting.
- Safe driving rules and practices.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service to public and District staff, in person and over the telephone.

Technical Skills

- Equipment Maintenance: Performing routine maintenance on equipment and determining when and what kind of maintenance is required.
- Equipment Selection: Determining the kind of tools and equipment to do a job.
- Installation: Installing equipment, machines, wiring or programs to meet specifications.
- Operations and Control: Monitors gauges, dials or other indicators to make sure a machine or systems are working properly.
- Quality Control Analysis: Conducting tests and inspections of equipment, services or processes to evaluate quality of performance.
- Technical Repairs: Repairing equipment or systems with the necessary tools.
- Troubleshooting: Determining causes of operating errors for corrective action.

Systems Skills

- Judgement: Considering the relative costs and benefits of potential actions to choose the most appropriate method.
- Systems Analysis: Determining how a system should work and changes in conditions and the environment will affect outcomes.
- Systems Evaluation: Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the intended goals and capabilities of the system.

Ability to:

- Perform a variety of complex technical tasks in the construction, maintenance, renovation, and repair of District parks, buildings, and facilities.
- Perform skilled work in carpentry, plumbing, roofing, painting, mechanical, heating, ventilation, air conditioning, swimming pool, landscaping, and electrical trades.
- Perform duties in a manner to maximize public safety in the area of park and facility maintenance and construction.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and light to medium equipment required for the work.
- Operate, and performs routine maintenance and repairs of vehicles, UTV/ROV/ATV
- Maintain tools and equipment in a clean working condition providing for proper security.
- Accurately determine project material and equipment needs and recommend purchases.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local laws, rules, and regulations and District policies and procedures pertaining to assigned programs and functions.
- Read, interpret, and apply a wide variety of technical information from manuals, drawings, specifications, layouts, and schematics.
- Maintain accurate logs, records, and basic written records of work performed.
- Follow department policies and procedures related to assigned duties.
- Understand and follow oral and written instructions.
- Make accurate arithmetic calculations.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of an Associate's degree or equivalent education from an accredited educational institution with major coursework in maintenance or a related field, preferred or
Equivalent to the completion of the twelfth (12th) grade and three (2) years of experience in construction, landscape, or building maintenance, including one or more skilled trades.

Licenses and Certifications:

- Possession of, or ability to obtain, an appropriate valid driver's license.
- Possess and maintain valid First Aid and CPR/AED issued by the American Red Cross.
- Possession of, or ability to obtain, Driver Safety/Defensive Driving Certification
- Possession of, or ability to obtain, UTV/ROV/ATV Safety Certification
- Certified Pool Operator (CPO)
- OSHA Outreach Training, hazard awareness, Occupational Safety and Health Standards

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, to operate varied hand and power tools and light to heavy construction equipment and vehicles, and to operate a motor vehicle and visit various District sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform

work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 75 pounds, or heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to be on-call and to work various shifts or emergencies on evenings, weekends, and holidays as needed.

Signature of Employee

Date

