



**MARCH 2016**  
**FLSA: NON-EXEMPT**

## **MAINTENANCE COORDINATOR**

### **DEFINITION**

Under general supervision, provides lead direction to lower-level maintenance classes in functional areas which may include parks, landscape and lighting, facilities, service center, traffic signals and streets and drainage; monitors and performs maintenance operations, construction and repair activities; establishes work schedules and prioritizes activities of one or more crews and ensures that work is completed as directed; performs skilled and semi-skilled maintenance activities; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from an assigned Maintenance Supervisor. Exercises lead direction over technical and maintenance staff. Coordinates and monitors the work of outside contractors, vendors, and consultants.

### **CLASS CHARACTERISTICS**

This is the lead, coordinative level in the field maintenance class series in the City's Public Works Department. Incumbents are responsible for directing activities at a specific job site in areas where a supervisor cannot oversee on a regular basis or where the particular job site is of sufficient complexity or size that ongoing work direction is necessary on a daily basis. Assignments may be department-wide or restricted to a specific facility, park or section. Incumbents are working lead persons who are expected to both monitor and coordinate job site activities and to perform physical work of a routine and skilled nature. Maintenance Coordinator is distinguished from the management-level Maintenance Supervisor by the latter's full supervisory responsibility for a section and from the lower-level Maintenance Specialist by the latter's assignment to a specific area of maintenance expertise requiring a special license or certificate, and lack of regular, ongoing lead direction of staff.

### **EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)**

*The work assignments of different positions may be modified or changed. Reasonable accommodations may be made so that qualified employees can perform the essential functions of the job.*

- Provides technical and functional direction to assigned public works maintenance staff; reviews and controls quality of work.
- Plans, schedules, prioritizes, and assigns maintenance and repair work in consultation with the Maintenance Supervisor; communicates status of repairs to appropriate personnel, working cooperatively to schedule repairs in accordance with established and special operational priorities; instructs staff in work procedures.
- Trains employees in work methods, use of tools and equipment, and relevant safety precautions.
- Inspects assigned City infrastructure, facilities, systems, grounds, and appurtenances for maintenance and safety needs and recommends appropriate actions; assists in developing work plans and procedures.
- Estimates costs of construction and maintenance work, supplies, equipment, and materials; orders supplies and equipment for work projects; maintains records of purchase orders; assists in developing budget figures for the division; monitors expenditures.

- Assists in coordinating, overseeing and personally participating in all assigned maintenance programs.
- Performs skilled maintenance activities varying with area of assignment, including performing basic trade activities such as electrical, plumbing and carpentry work in City buildings and facilities; maintains parks, medians, grounds and landscaping, including planting, fertilizing and trimming trees and shrubs, performing weed abatement and pest control, programming and troubleshooting irrigation systems, repairing waterlines and turf renovation; maintains and repairs city streets and traffic structures by operating a variety of specialized maintenance equipment and vehicles; and performs construction and upkeep of city infrastructure such as sound walls, street lights and traffic signals, sidewalks, pools and parking lots.
- Observes work methods for safety and makes appropriate use of related safety equipment as required; may participate and assist in coordinating safety training.
- Responds to requests and complaints from the public and answers questions or refers to supervisor, as necessary.
- Performs minor adjustments on service equipment; maintains tools and equipment in working order.
- Maintains accurate records and logs of daily activities, using appropriate computer software applications.
- Responds to and performs emergency repairs and other emergency services as necessary.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Basic principles of supervision and training.
- Public works maintenance principles, practices, tools, and materials for maintaining and repairing assigned City infrastructure, systems, and facilities.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Basic principles and practices of budget development, administration, and accountability.
- Principles and practices of contract administration and evaluation.
- Safety principles, practices, and procedures of related equipment and materials.
- The operation and maintenance of a variety of hand and power tools, vehicles, and power equipment.
- Modern office practices, methods, and computer equipment and applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

### **Ability to:**

- Plan, schedule, assign, and oversee activities of public works maintenance and repair personnel.
- Inspect the work of others and maintain established quality control standards.
- Train others in proper and safe work procedures.
- Identify and implement effective course of action to complete assigned work.
- Oversee and participate in maintenance and related projects in the assigned functional area(s).
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, local, and departmental policies, procedures, laws, and regulations.
- Identify problems, research and analyze relevant information and develop and present recommendations and justification for solution.
- Perform the most complex tree services duties and operate related equipment safely and effectively.
- Develop cost estimates for supplies and equipment.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Establish and maintain a variety of manual and computerized files, record-keeping, and project management systems.
- Read, interpret, retrieve, and produce drawings, blueprints, maps, and specifications.
- 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 software 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, maintain, and foster positive and 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 the twelfth (12<sup>th</sup>) grade and four (4) years of skilled or semi-skilled public works maintenance experience.

**Licenses and Certifications:**

- Possession and maintenance of a valid California class C driver's license and a satisfactory driving record.
- At the option of the City, persons hired into this class may be required to either possess at entry or obtain within specified time limits designated licenses, certificates or specialized education and training relevant to the area of assignment. Additional requirements may include, but are not limited to:
  - California Commercial B Driver's License with tanker and airbrake endorsements.
  - Certified Pool Operator's License (CPO).
  - International Municipal Signal Association (IMSA) Traffic Signals Level II Certification.
  - International Municipal Signal Association (IMSA) Roadway Lighting Level I Certificate.
  - International Municipal Signal Association (IMSA) Traffic Safety Specialist and Traffic Safety Through Work Zones Certificates.
  - International Municipal Signal Association (IMSA) Signs and Markings Level II Certification.
  - International Municipal Signal Association (IMSA) Signs and Markings Level II Certificate.
  - California Landscape Contractor's Association (CLCA) Landscape Technician Certification in Landscape Maintenance, Landscaping Construction and/or Irrigation Installation Certificates.
  - Qualified Applicator's Certificate for pesticide application (QAC) with categories B – Landscape Maintenance, C – Right of Way, F – Aquatic and G – Regulatory.
  - Pacific Southwest Maintenance Management School Certification.
  - Master Water Auditor Certificate.
  - Backflow Prevention Tester Certificate.
  - Cardio-Pulmonary Resuscitation (CPR).
  - First Aid Certification.

- Industrial Emergency Council (IEC) Confined Space Entry, Awareness and Rescue Certificate.
- Forklift Certification.

### **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 construction equipment, and to operate a motor vehicle and visit various City 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 100 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.