



Position Title:	Plant Maintenance Coordinator	Pay Grade:	WCU.440
Department:	Water Resources	Bargaining Unit:	WCU
Employment Status:	Full-time	FLSA Status:	Exempt
Revised Dates:	9/19; 1/17; 4/16; 8/01; 3/96	W/C Code:	7520
Established Date:	8/83	EEO Category:	Technicians
Supervisory Work:	Assists	EEO Code/Name:	0305 Chemical

Job Overview Summary:

This is responsible technical work involving the coordination of activities relating to the electrical and/or mechanical maintenance and repair of equipment in water production treatment and distribution and wastewater collection and treatment facilities. Employees in this position are expected to be able to perform any and all work tasks and comply with any work schedules, attendance, or duty requirements which may be established by City or department rules, or applicable union contracts. Work is evaluated through conferences, reports and visual inspection while in progress and upon completion.

Note: The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Depending on assigned area of responsibility, incumbents in the position may perform some or all of the activities described below.

Duties:

- Analyzes and coordinates plant maintenance needs and diagnoses equipment malfunctions; estimates labor and material repair costs; writes specifications; inspects mechanical, electrical and/or electronic equipment in water and wastewater facilities for proper operation, calibration, preventive maintenance and repair.
- Develops maintenance specifications; reviews and evaluates contractual plant maintenance activities for final approval of completed work; analyzes failed components, inefficient systems and frequently maintained assemblies and redesigns to improve reliability and reduce operating and maintenance costs.
- Assists supervisory personnel in planning and scheduling maintenance activities; processes payroll.
- Orders material and equipment for electrical, electronic, instrumentation and controls maintenance activities; researches and procurement of parts and equipment suitable to the application.
- Oversees operational testing, evaluation and troubleshooting of electrical electronic and instrumentation and control systems.
- Coordinates all aspects of capital improvement projects; reviews engineering plans and specifications; maintains accurate records and files for projects; documents progress of projects.
- Trains and evaluates the work of maintenance crews engaged in mechanical, electrical or electronic plant equipment replacement and repair work.
- Maintains activity records and prepares reports documenting the progress of assigned projects; conducts inspections of contract maintenance work for final approval.
- May act as on-call supervisor, ensuring that after-hours equipment issues are resolved.
- Performs related work as assigned.

Minimum Qualifications:

High school graduate or GED equivalency supplemented by completion of considerable college-level course work in mechanical and/or electrical engineering or related field. Considerable progressive skilled experience of a mechanical or electrical/electronic nature in water and wastewater plants and facilities.

Knowledge and Skills:

- Considerable knowledge of methods, techniques, materials, supplies and tools necessary for the maintenance, alteration and repair of mechanical and/or electrical equipment in water and wastewater plants and facilities.
- Considerable knowledge of the hazards and safety precautions required of the work.

- Skill in the use of tools and specialized equipment used in the maintenance of water and wastewater plant facilities.
- Ability to diagnose reasons for equipment malfunctions and estimate materials and manpower requirements necessary to maintain public utility plant facilities.
- Ability to design system modifications to improve service and reduce malfunctions using sound engineering principles and concepts.
- Ability to communicate clearly and concisely, orally and in writing.
- Ability to understand and work from general instructions and specifications and use blueprints and schematic drawings.
- Ability to maintain cost and activity records and develop related reports concerning plant maintenance activities.
- Ability to establish and maintain effective working relationships with employees as necessitated by the work.

Required Responsibilities:

Successful demonstration of the following competencies are standard expectations for all City staff: *cultural competence, inclusivity, job knowledge, productivity, quality of work, adaptability/flexibility, communication, and customer focus*. Additional competencies are assigned based on the employee's job classification. Information about the required competencies including definitions can be found in the Core Competency Guide, a copy of which is located on the U: drive/Human Resource Info/Job Descriptions folders and on the intranet.

Necessary Special Requirements:

Depending upon area of assignment, may be required to possess and maintain a valid State of Florida Commercial Driver's License, at the discretion of management, with specific class and endorsements to be determined by department. If assigned duties require the use of a personal motor vehicle, an automobile insurance policy that meets the minimum requirements of liability established by the State of Florida for property damage and personal injury coverage must be maintained.