

**Job Description**

Job Title: Maintenance Coordinator

Job Code: 906925

Job Family: Infrastructure

Pay Grade: JC.16.17

FLSA: Non-Exempt

EEO: Service/Maintenance Workers

Department/Agency: Countywide

Position Number(s): Multiple

Recommended Position Title(s): Maintenance Coordinator

The following Core Competencies apply to everyone and are essential to all County jobs:

- Accountability – Follows-up on and meets commitments, takes ownership for work, and possesses a strong ability to stay focused on individual, department, and County results.
- Communication – Clearly and effectively expresses ideas and thoughts (verbally and in writing); listens actively.
- Customer Focus & Public Relations – Builds positive internal and external customer relationships; is committed to customer satisfaction; assumes responsibility for solving customer problems and ensures commitments to customers are met.
- Initiative – Independently acts to resolve problems and provide solutions; seeks out new responsibilities; generates new ideas; practices self-development.
- Safety – Understands and supports safety standards as required by the job; keeps the workplace clean and safe.
- Teamwork – Encourages and facilitates cooperation, pride, and trust among the team; fosters commitment and team spirit; works cooperatively with others to achieve overall goals.

**Essential Duties:**

- Ground-level implementation and execution of a Facility Asset Management Program to ensure that wastewater facility assets are properly funded, maintained, operated, replaced and monitored to achieve established customer and environmental service levels at the lowest life cycle costs; perform highly responsible technical work providing planning, scheduling and coordination services to support the maintenance and repair of JCW's 7 wastewater treatment plants and ancillary pumping; use the CMMS to track work orders, evaluate efficiency and effectiveness of equipment repairs, evaluate equipment conditions and life cycle costs, and maintain and track inventory; determine best practices for recording corrective work performed at individual facilities and work with team members to ensure such work and associated costs are completed; assist with business case development for renewal and replacement of facility assets by monitoring consequence and likelihood of failure, tracking costs, and recommending next actions for assets based on the available information; continuously reviewing and monitoring the maintenance budget and providing reports as requested; develop and recommend projects for inclusion in the 5-year Capital Improvement Program; assist with development of contracts for wastewater treatment equipment preventive maintenance, repair, and replacement and help ensure service agreements are in place for all critical equipment, hardware, and software; assist in the development and improvement of the Asset Management Program and implement tools and processes for execution of Asset Management Plan; coordinates the condition assessment team and activities and assists the condition assessment team in collecting and recording data of facility systems and assets; maintain & improve the asset registry by establishing standard procedures and training for plant staff in condition assessment and consequence of failure ratings for facility equipment & structures; establish and maintain effective relationships with team members at all levels; ensure that all necessary equipment in each facility is included in the asset database and make additions/corrections as needed. Examine task instructions for similar equipment at each location and standardize tasks as much as practicable. Requires the ability to read and interpret engineering drawings, repair manuals, machine drawings, P&ID drawings, and electrical schematics; coordinate with team members to determine feasibility of commonality of equipment [pumps, etc.] at each location when replacement seems appropriate; directs, manages, and executes projects and programs including the development of project scopes/budgets, standards and procedures, and contracts/agreements.
- Reporting based upon Lucity data and benchmarks set by Asset Manager and O&M supervision as needed; gather completed and open PM reports and associated costs on a monthly basis for O&M reporting; identify overdue PMs on specific equipment and work with plant supervision to determine soonest possible resolution; support internal and external stakeholders with information gathered in the field or through Lucity.

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- Obtain periodic training in advanced asset management (including maintenance practices); communicate with other utilities on asset management processes and practices; provides technical expertise and support to serve as a resource to internal and external stakeholders; provide training for JCW personnel and cross functional teams in best practices for asset management; serve as the O&M subject matter expert for the Computerized Maintenance Management System (CMMS). Maintain associated databases, work order systems, key performance indicators, reporting and report generation; coordinate with the JCW IT and JoCo DTI on programing, web authoring, database design in the development of reports and other Lucity upgrades and as needed for operating Lucity software developing spreadsheets or other reports and for general effectiveness of the position; coordinate with other Johnson County departments that use Lucity for system wide changes that could impact the Facility Asset Management Program.
- Participate in and execute assigned duties from cross functional teams.

### Supervisory Responsibilities:

- Yes  No This position is also responsible for the supervision and leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

*Duties and responsibilities, as required by business necessity may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Scheduling and shift assignments and work location may be changed at any time, as required by business necessity.*

### Minimum Job Requirements:

High school diploma or equivalent and five (5) years' progressive experience in complex wastewater system expansion, repair, and/or rehabilitation projects, including preliminary **design evaluations are required. Five years' experience in** wastewater system maintenance practices, procedures, and computerized maintenance management systems is also required along with a **valid driver's license with an acceptable driving record.**

*Johnson County Government requires reference/background screening for all positions. Specified criteria may vary by Department/Agency.*

### Preferred Job Requirements:

**A Bachelor's degree in engineering, environmental science, or other relevant field is preferred along with three (3) years' progressive experience in advanced asset management principles and techniques, including evaluation and implementation of results.**

### Education/Experience Substitutions:

Yes  No Experience may be substituted for degree.

Yes  No Education may be substituted for experience.

### Physical, Environmental, and Special Working Conditions:

Exposure to extreme temperatures, fumes and/or chemicals.

Lifting weight: 20 lbs.

On call/stand-by work required.

Weather essential: Department Essential

Uniform Required

Wearing of goggles, boots, gloves and other PPE as required.

Position is required to respond to requests for emergency and afterhours work which will require work when the facility is closed (e.g. holiday, weekends, nights). This work will require overtime as needed.

Physical abilities, including mobility, agility, strength, dexterity, balance, coordination, and /or endurance.

All County employees may be called upon to assist other departments/agencies in a declared emergency situation.