

Title: Maintenance Coordinator
PG: 035
Status: Civil Service
Position Reports to: Designated Supervisor
Department: Lakeland Electric

Class Code: 6041
Date: 10/09

GENERAL DESCRIPTION OF CLASS:

This is a responsible staff position in coordinating the use of the plant maintenance work order system through the work force management coordinator at the power plant. An employee in this classification evaluates plans, prepares and reports on maintenance activities performed in conjunction with plant work orders, maintenance procedures and outage planning. General technical supervision is received from the work force management coordinator and work performance is reviewed through conferences and regular reports.

ESSENTIAL FUNCTIONS:

1. Prepares maintenance procedures, estimate jobs and maintains files and logs.
2. Receives work orders, reviews the task and prepares the work order with detailed information such as procedural action required, manpower by craft classification, materials needed and tools required to ensure optimization of the maintenance work force.
3. Plans in detail all work of a non-emergency nature for which no maintenance procedure exists; estimates the man hours required to perform the work.
4. Coordinates with warehouse personnel to ensure that tools and materials are pre-staged for work orders.
5. Identifies and arranges ordering non-stock outage material.
6. Prepares maintenance procedures for specific tasks.
7. Maintains and utilizes information from maintenance history files, blueprint files, instruction manuals, maintenance procedures, special tool logs and American Society for Mechanical Engineers (ASME) files.
8. Develops and updates outage task schedules.
9. Directs work performed by contractors or City personnel on outage or other project related repairs or installations.
10. Develops project initiations for review and approval by the Energy Supply Projects Coordinator.
11. Plans work and purchases non-stock materials for work orders and projects.

ADDITIONAL RESPONSIBILITIES:

1. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Extensive knowledge of work order systems, materials procurement activities, and work force management functions of a power plant.
2. Thorough knowledge of safe work practices and safety rules in a power plant environment.
3. Demonstrated analytical skills used in the planning and scheduling of work.
4. Ability to read and prepare blueprints or drawings.
5. Ability to learn computer operations and problems.
6. Ability to communicate effectively, both orally and in writing.
7. Ability to establish and maintain effective working relationships with co-workers, other city employees and the general public.

WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations.
The job risks exposure to no significant environmental hazards.

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The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. High school diploma or its equivalent.
2. Two (2) years of experience in a power plant as a journey level mechanic, electrician, instrument technician, or electronic technician, plus a sound working knowledge of maintenance practices, power plant equipment and plant systems.
3. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.
4. Completion of City University Level one (1) or completion within twelve (12) months.

SPECIAL REQUIREMENTS:

1. Must possess a valid state of Florida driver's license.
2. Must maintain a valid telephone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.