

# Preventive Maintenance Coordinator



## General Summary of Classification:

Implements, coordinates and supervises a program of day-to-day maintenance and preventive maintenance for all automotive and division-specific equipment for an assigned division; performs preventative and routine maintenance; repairs a wide range of motorized equipment; prepares and maintains all related documentation; and performs other duties as assigned.

## Examples of Primary Tasks, Duties and Responsibilities (TDR):

*NOTE: This is not a job description. The following examples are intended to be illustrative of the nature and scope of TDR that are typically assigned to positions in this job classification. Examples below are not all comprehensive. Actual assigned TDR may vary based on operational needs.*

- Prepares and coordinates a preventative maintenance schedule for division's automotive and field operations' equipment; coordinates major and/or priority repairs with CAM and outside vendors; and reviews billing reports for accuracy, resolves any discrepancies and recommends approval for payment;
- Performs a wide variety of set-up, maintenance, diagnostics, troubleshooting, replacement, repairs, adjustments, and other duties on a wide variety of equipment as needed to ensure safe operation of equipment and efficient operations;
- Ensures supplies, equipment, tools, personal safety, environmental spill and compliance products, etc., are stocked and readily available for staff's use, includes approving supply requests and ordering supplies following current procedures;
- Prepares and monitors various paper and electronic records related to maintenance, service and repair schedules, work orders, training, supplies, etc.; creates and maintains accurate detailed records; prepares related reports as assigned;
- Trains division personnel to perform pre-trip safety inspections according to DMV's CDL Pre-Trip Inspection requirements;
- Researches and writes detailed vehicle and equipment specifications and justifications, and coordinates with CAM and Purchasing through the bid and approval process;
- Performs other duties as assigned.

## Knowledge, Skills and Abilities (KSA) Typically Required:

- **Occupation-specific:** Excellent working knowledge of the safe operation, maintenance, and repair of motorized equipment specific to the assigned division and job duties; advanced knowledge and ability to accurately troubleshoot, diagnose and repair motorized equipment specific to assigned division; considerable knowledge of mechanical parts and the ability to research and source appropriate parts; maintains constant attention to safety in order to prevent accidents; excellent working knowledge of County's and assigned department's and division's operations relevant to assigned job duties.
- **Technical:** Sound computer skills with the ability to use computer and typical business software, proprietary software and applications, and various wireless technologies and peripherals for communications to complete assigned tasks.
- **Communication, Customer Service and Interpersonal:** Excellent written and oral skills with the ability to communicate clearly and accurately, both verbally and in writing, to accurately explain necessary procedures, techniques, and operations, and write detailed specifications for vehicles and equipment.
- **Decision-making, and Authority:** Ability to understand and follow complex instructions, policies and data, including all applicable regulations; makes sound decisions independently, appropriately involves supervisor as needed; excellent organization skills with the demonstrated ability to plan and execute work effectively to successfully complete assigned tasks safely, accurately and in a timely manner within established deadlines and budgets; ability to plan, organize, and conduct meetings or training sessions as assigned.
- **Leadership:** Non-supervisory. Requires the ability to work independently and as part of a team.
- **Environment:** Works indoors and outdoors; may work in various locations under various conditions based on job duties.
- **Physical:** Visual and hearing acuity sufficient to interact safely around a wide variety of equipment and to ensure safe and efficient working conditions. Physical ability sufficient to perform assigned duties indoors and outdoors at various duty-related locations as needed; physical condition that permits activities including, but not limited to, heavy lifting, pushing, stooping, climbing and working under adverse, including extreme, temperatures and/or weather conditions.

## Minimum Education and Experience:

**Education:** Graduation from high school, or equivalent, with relevant coursework or training preferred;

**Experience:** Four (4) years of relevant work experience maintaining and operating equipment;

**OR:** Any equivalent combination of experience and training which provides the necessary knowledge, skills and abilities.

## Other Requirements (License, Certifications, Training, etc.):

- Valid driver's license to perform assigned duties at various locations.
- May require valid Virginia Commercial Driver's license, with endorsements and without restrictions, depending on assigned department..
- May be required to work a flexible or on-call schedule.
- Criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.
- Successful completion of NIMS ICS 700. Additional NIMS ICS training courses may be required.

NOTE: This is a class specification and not an individualized position description. A class specification defines the general nature and scope of duties and responsibilities of positions in a job classification Class specs are not intended to describe and does not list all of the job duties and responsibilities that may be assigned to a specific position in a job classification.