



Code: 7024
Family: Facilities
Service: Operation and Construction
Group: River, Harbor and Transportation
Series: Airport Operation

CLASS TITLE: COORDINATOR OF MAINTENANCE REPAIRS

CHARACTERISTICS OF THE CLASS

Under general supervision, coordinates and oversees preventive maintenance and repair activities for departmental buildings and facilities including terminals and surrounding grounds at city airports, and performs related duties as required

ESSENTIAL DUTIES

- Coordinates building maintenance and repair activities for a large city department, responding to service requests from managers for facility repairs (e.g., structural, electrical, plumbing, heating, ventilation) and other needed services (e.g., custodial, pest control) and ensuring services are provided by appropriate city departments, contracted vendors, or in-house departmental staff
- Coordinates work efforts with the Department of Fleet and Facility Management (2FM) to schedule needed repairs with appropriate trades and maintenance personnel; inspects completed work to ensure departmental needs are met in a timely manner
- Conducts inspections of facilities to assess condition of interior and exterior areas to identify and plan for needed maintenance and repair work
- Monitors contractors and vendors providing building maintenance, custodial or landscaping services to ensure work is done according to established quality standards
- Performs visual inspections of airport terminals, warehouses and public restrooms for cleanliness
- Uses a computerized maintenance management system to identify, tag and inventory new electrical and mechanical equipment used in the repair and maintenance of city facilities
- Uses an electronic scheduling system to create preventive maintenance work orders and repair schedules and to notify trades personnel of pending assignments
- Confers with foremen of various skilled trades to review projected timetables
- Interacts with departmental and contracted employees and airport tenants to discuss repair and maintenance requests and pending projects
- Monitors the status of projects for conformance with timelines and inspects the quality of completed repair and maintenance work
- Updates and maintains detailed records of repair and maintenance activities and prepares related reports
- Analyzes variances between estimated and actual labor hours and material usage for review by department management
- May assist in creating performance measures for trades personnel
- Coordinates with 2FM to schedule and take vehicles out of service for preventive maintenance; obtains replacement vehicles as needed; and monitors the status of vehicles in the shops for repairs
- Oversees the delivery and proper accounting for ordered supplies and materials, ensuring invoices and receiving tickets match items received by staff

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Three years of work experience as a building maintenance engineer or facilities coordinator, or three years of skilled trades maintenance and repair work experience, or an equivalent combination of education, training, and experience.

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment
- Exposure to outdoor weather conditions

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)
- Communication equipment (e.g., two-way radio, pager system)

PHYSICAL REQUIREMENTS

- Ability to stand and walk for extended or continuous periods of time

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Moderate knowledge of:

- work operations for applicable skilled trades
- manpower and equipment resource allocation
- scheduling and coordination of preventive, repair and maintenance activities

Some knowledge of:

- applicable computer software packages and applications
- *applicable maintenance and repair methods, practices, and procedures
- applicable safety principles and practices
- record keeping methods, practices, and procedures
- building and property management methods, practices, and procedures

Knowledge of applicable City and department policies, procedures, rules, and regulations

Skills

- *ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action

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- *MANAGEMENT OF MATERIAL RESOURCES - Obtain and see to the appropriate use of equipment, facilities, and materials needed to do certain work
- *TIME MANAGEMENT – Manage one’s own time or the time of others
- *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- QUALITY CONTROL ANALYSIS – Conduct tests and inspections of products, services, or processes to evaluate quality or performance

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- RECOGNIZE PROBLEMS – Tell when something is wrong or is likely to go wrong
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- INDEPENDENCE – Develop own ways of doing things, guide oneself with little or no supervision, and depend mainly on oneself to get things done
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City’s Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
June, 2012