

MAINTENANCE COORDINATOR
(Support Services Department)

Date Posted: September 1, 2023
Location: Peachtree City, Georgia
Type of Position: Full-Time
Salary: \$17.53 to \$28.92 per hour
Education/Experience Minimum: High School diploma and 2 – 3 years related experience
Reports to: Collection System/Support Services Supervisor

Position Summary

The Maintenance Coordinator oversees the preventative maintenance (PM) program and the maintenance parts inventory. The emphasis of this position is supporting and developing the preventive maintenance program by providing maintenance staff with materials, methods, and PM documentation.

Utilizing existing PM procedures as a starting point, key activities include consolidating PM processes for shop floor execution, records documentation, consolidating semiannual and annual maintenance plans for key departments, and assisting in day-to-day department management. This position helps coordinate maintenance efforts with the operations schedule to avoid potential delays and obstacles which could adversely affect efficient production.

Essential Duties

- Ensure complete and accurate information for all work in the Computerized Maintenance Management System (CMMS), including follow-up and activities as relates to PMs.
- Maintain and execute the PM program, and update PM for equipment in the facility.
- Interface with Maintenance, Collections and Operations management to ensure effective work prioritizing and scheduling.
- Follow-up with appropriate personnel when additional information is required.
- Ensure appropriate inventory levels in the maintenance department, and implement inventory controls for the CMMS system.
- Ensure all information is captured and generate reports as required for both inventory and CMMS.
- Support maintenance purchasing activities as needed.
- Organize and distribute work tasks to maximize plant efficiency and minimize production down time.
- Purchase needed parts, solicit quotes and complete REQ forms as needed per purchasing procedures.
- Assist in the budgeting process through reporting and review.
- Coordinate annual maintenance for critical equipment.
- Coordinate weekly maintenance work planning and scheduling meetings.
- Other duties as assigned.

Qualifications

The qualifications listed below represent the credentials necessary to perform the essential functions of this position. To be successful in this position, an individual must be able to perform each duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Education and/or Experience. High School diploma and two to three years directly related experience.
- Supervisory Controls. This position does not supervise any other position. Must demonstrate outstanding communication skills (verbal and written) in order to convey key information between departments. Must be able to follow specific instructions and complete work in a timely manner. Work may be performed independently or as part of a crew. Assignments are given with objectives and deadlines.

Working Conditions

- Physical Demands. The work requires physical exertion such as long periods of standing; walking over rough or difficult surfaces; recurring stooping, climbing, or walking; recurring lifting of objects weighing in excess of 25 pounds, and occasional lifting of objects weighing in excess of 75 pounds.

- **Work Environment.** The work is generally performed in an office environment. However, the work may be in an environment involving everyday risks or discomforts which require normal safety precautions. The employee may be required to use protective clothing or equipment such as masks, coats, boots, goggles, gloves, or shield. Close attention to detail will be required, while working in a fastpaced environment requiring the ability to adapt to changing job responsibilities. Strong computer skills necessary including familiarity with SEMS CMMS and MS Office software.

This is a full-time position that includes paid holidays; vacation and sick days; matching retirement savings plan; medical insurance benefits; and dental insurance benefits. Compensation is commensurate with education and experience.

Minimum requirements include the qualifications and experience as stated on the job announcement, as well as a valid Georgia Driver's License and satisfactory MVR. All positions require applicants to pass a post-offer drug test and background check prior to employment.

Peachtree City WASA is an equal opportunity employer and a certified drug free workplace.

To apply, send completed application and resume to jobs@pcwasa.org.

About the Authority:

Peachtree City is a master planned community chartered in the 1950's, and is acclaimed as one of the safest and best places to raise a family in Georgia. The City is known for having over 100 miles of paved cart paths enabling golf carts to connect residents and visitors to shopping, dining, multiple golf courses and other recreational amenities. The Peachtree City Water and Sewerage Authority provides sewer service to the City of over 35,000 residences, industries and prosperous businesses. The system is comprised of two treatment facilities, with a capacity to treat 6 MGD. A staff of 30 operate and maintain the modern and up-to-date system. <http://pcwasa.org/>