Title: Zone Work Coordinator

Pay Scale Group: 14

Essential Function

Under general supervision from a designated administrator, coordinate the work process within a zone, including scheduling of requests, preventative maintenance programs, preparation of estimates, and quality assurance.

Characteristic Duties

- Schedule and estimate work order requests within the zone.
- Establish work request priorities.
- Prepare reports and maintain statistics of maintenance work for program analysis.
- Conduct equipment inventory and inspection.
- Coordinate preventive maintenance program inspections, term contract inspection and compliance.
- Supervise the maintenance of drawings and specifications.
- Oversee maintenance computerization and quality assurance.
- Assist in special projects as requested.
- Assign work; ensure proper workflow.
- Perform related duties based on departmental need.

Minimum Qualifications

- Bachelor’s degree and one (1) year experience; OR Associate’s degree and three (3) years experience; OR five (5) years experience. Related experience is required (departments will define related experience). Experience may also require at least one (1) year supervision.

Last updated: November 2006