


## Job Evaluation Rating Documentation

<p><b>CUPE, SEIU, SGEU, SAHO</b></p> 	<p><b>Job Title</b> <u>Maintenance Coordinator</u></p> <p><b>Date</b> <u>October, 2000</u></p> <p><b>Revised Date</b> <u>2004</u></p> <p><b>Revised Date</b> _____</p>	<p><b>Code</b></p> <p style="text-align: center;"><u>147</u></p>
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<p><b>Decision Making</b></p> <p>Some choice of action when coordinating preventative maintenance system and activities. Work involves developing short and long term maintenance plans.</p>	<p><b>Degree</b></p> <p style="text-align: center;"><u>3.5</u></p>
<p><b>Education</b></p> <p>Grade 12. Mechanical Engineering Technology diploma (2476 hours).</p>	<p style="text-align: center;"><u>4.5</u></p>
<p><b>Experience</b></p> <p>Twelve (12) months previous experience in a maintenance environment working with inventory and preventative maintenance systems. Twelve (12) months on the job to develop an understanding of electrical/mechanical systems (MP2 preventative maintenance/inventory program, Oracle) in the region, develop coordination skills and become familiar with region/facility/department policies and procedures.</p>	<p style="text-align: center;"><u>5.0</u></p>
<p><b>Independent Judgement</b></p> <p>Operates the maintenance management system according to department guidelines. Utilizes a choice of methods, analysis and troubleshooting to determine appropriate maintenance schedules for electrical/mechanical equipment.</p>	<p style="text-align: center;"><u>4.0</u></p>
<p><b>Working Relationships</b></p> <p>Requires appropriate tact when dealing with vendors and maintenance staff (e.g., trades people, maintenance supervisor) regarding purchasing or preventative maintenance issues. Provides technical explanation and/or advice to maintenance staff regarding operation of the maintenance management system.</p>	<p style="text-align: center;"><u>3.5</u></p>

<b>Impact of Action</b>	<b>Degree</b>
Provides standardized and consistent data for planning and performance of maintenance activities to meet quality and service requirements. Inadequate planning for maintenance activities may result in equipment breakdown and loss of services.	<u>2.5</u>
<b>Leadership and/or Supervision</b> Provides regular direction to staff supporting the preventative maintenance program by assigning/organizing work and checking results.	<u>4.0</u>
<b>Physical Demands</b> Occasional physical effort stocking shelves, walking and filing with periodic periods of computer operation.	<u>1.5</u>
<b>Sensory Demands</b> Regular cumulative sensory demands operating computer, filing and reading equipment specifications.	<u>2.0</u>
<b>Environment</b> Occasional minor conditions such as interruptions, multiple deadlines and some travel.	<u>2.0</u>