


Job Evaluation Rating Document

<p>CUPE, SEIU, SGEU, SAHO</p> 	<p>Job Title Maintenance Coordinator</p> <hr/> <p>Date October, 2000</p> <hr/> <p>Revised Date 2004</p> <hr/> <p>Revised Date February 13, 2019</p> <hr/>	<p>Code</p> <hr/> <p>147</p> <hr/>
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<p>Decision Making</p> <p>Some choice of action when coordinating preventative maintenance system and activities. Work involves developing short and long term maintenance plans.</p>	<p>Degree</p> <hr/> <p>3.5</p> <hr/>
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<p>Education</p> <p>Grade 12. Mechanical Engineering Technology diploma (2167 hours).</p>	<p>Degree</p> <hr/> <p>4.5</p> <hr/>
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<p>Experience</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 the maintenance management system, develop coordination skills and become familiar with department policies and procedures.</p>	<p>Degree</p> <hr/> <p>5.0</p> <hr/>
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<p>Independent Judgement</p> <p>Operates the maintenance management system according to department guidelines. Utilizes a choice of methods, analysis to determine appropriate maintenance schedules for electrical/mechanical equipment.</p>	<p>Degree</p> <hr/> <p>4.0</p> <hr/>
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<p>Working Relationships</p> <p>Requires appropriate tact when dealing with vendors and maintenance staff (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>Degree</p> <hr/> <p>3.5</p> <hr/>
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Job Title

Maintenance Coordinator

Code

147

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