Maintenance Coordinator

Job Code 00007322

**General Description**
Responsible for maintenance of assigned Athletic facilities and coordination of work with skilled craft employees and contractors.

**Examples of Duties**
- Prioritize and schedule work for repairs of facilities.
- Perform maintenance on all athletic facilities.
- Ensure all electrical, lighting and plumbing is functioning.
- Maintain specialized equipment.
- Inspect work of contractors and employees.
- Coordinate work with skilled craft shops and contractors.
- Supervise maintenance and set up of electrical equipment, lighting and other equipment for events.
- Meet with Athletic staff and users to determine needs for event.
- Assist with input on specifications for new facilities.
- Set up on-call schedule.
- Produce status reports on maintenance and repairs.
- Submit materials requests for equipment and tools.
- Inspect buildings and existing conditions.
- Perform other duties as assigned.

**Knowledge, Skills, and Abilities**
**Knowledge of:** policies and procedures, rules and regulations.

**Skill in:** working as a team member; interact courteously with others; air conditioning, plumbing, refrigeration, electrical, carpentry, welding and soldering.

**Ability to:** compose and prepare supply requests, timesheets, reports, work logs and schedules, etc; to perform basic math; to read, understand and interpret blueprints, schematics, operating manuals, specifications, and instructions; to provide instructions to others; to explain technical material to lay person; problem solving ability; to prioritize workload.
**Experience and Education**
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

**Other Requirements**