TEXAS STATE UNIVERSITY

The rising STAR *of Texas*

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