

HIGHER EDUCATION PERSONNEL BOARD

Class Code: 5211
5212

Specification for Class

MAINTENANCE AND CONSTRUCTION COORDINATOR A, B

Abolished Effective February 10, 2006

DEFINITION

Assist in the coordination and direction of total physical plant construction and maintenance activities of a large institution.

DISTINGUISHING CHARACTERISTICS

This class encompasses positions that coordinate physical plant maintenance and construction activities and involves close liaison with various physical plant organizational divisions and university departments.

Positions at the "B" level supervise and coordinate Maintenance Supervisor II's, or equivalent; AND serve as an immediate assistant to a Maintenance Superintendent or equivalent level.

TYPICAL WORK

Assist in overseeing craft supervisors in construction and maintenance activities;

Follow up on departmental inquiries and complaints to effect remedial actions and timely project completions;

Collaborate with physical plant management personnel to coordinate engineering functions with construction and maintenance activities;

Review, write and schedule work orders and maintenance requests for all crafts and balance manpower requirements with manpower availability;

Assist in building inspections and data collecting to determine necessary repairs and project costs, assist in budget preparation for physical plant operations;

Conduct surveys, analyze systems and prepare reports on maintenance, construction, planning and estimating, utility production, motor pool, budgetary, and related activities;

Prepare and maintain physical plant operational, property inventory, and space inventory records;

Perform related duties as required.

MINIMUM QUALIFICATIONS

Five years of work experience in physical plant operations. College training with a major in business administration, mechanical engineering or an allied discipline may be substituted, year-for-year, for up to four years of the work experience.

Equivalent education/experience will substitute for all minimum qualifications except when there are legal requirements, such as a license/certification/registration.

Examination Requirements:

A job element examination (including written, E & T and oral components) scored on the basis of job related experience, training, skill, ability and other elements which are established through job analysis.

New Class: 5-17-73

Revise Code & Title (A): 11-13-75

New Class (B): 11-13-75

Revise MQ: 7-2-90